Federal Aviation Administration

CGH Technologies, Inc.

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

Obstruction Evaluation / Airport Airspace Analysis

UAS COA
UNMANNED AERIAL SYSTEMS
CERTIFICATE OF AUTHORIZATION

USER GUIDE

Prepared by

CGH Technologies, Inc.
600 Maryland Ave., SW Suite 800W
Washington, DC 20024

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.

Version Control Table

Version	Date	Purpose / Changes	Author
1.0	12/06/2006	Orig	CGH Technologies Inc.
2.0	01/10/2007	Updates	CGH Technologies Inc.
3.0	08/172010	Updates	CGH Technologies Inc.
4.0	03/31/2011	Updates	CGH Technologies Inc.
5.0	06/23/2011	Updates	CGH Technologies Inc.
6.0	09/29/2011	Updates	CGH Technologies Inc.
7.0	03/29/2012	Updates	CGH Technologies Inc.
8.0	06/28/2012	Updates	CGH Technologies Inc.
9.0	09/27/2012	Updates	CGH Technologies Inc.
10.0	09/26/2013	Updates	CGH Technologies Inc.
11.0	01/30/2014	Updates	CGH Technologies Inc.
12.0	03/11/2014	Updates	CGH Technologies Inc.
13.0	04/24/2014	Updates	CGH Technologies Inc.
14.0	08/01/2014	Updates	CGH Technologies Inc.
15.0	10/30/2014	Updates	CGH Technologies Inc.
16.0	01/29/2015	Updates	CGH Technologies Inc.
17.0	04/30/2015	Updates	CGH Technologies Inc.
18.0	10/31/2015	Updates	CGH Technologies Inc.

Confidential and Proprietary © 2015 Federal Aviation Administration.

UAS COA USER'S GUIDE

TABLE OF CONTENTS

1 INTRODUCTION 5

1.1 SYSTEM OVERVIEW 5
1.2 AUTHORIZED USE PERMISSION 5
1.3 POINTS OF CONTACT 6
1.3.1 Conventions used in the Guide 6
1.3.2 iOE/AAA® Terms used in this Guide 6
1.3.3 Computer Terms used in this Guide 7
1.3.4 Navigating the iOE/AAA® COA On-Line System 8

2 GETTING STARTED 8

- REQUIREMENTS/SYSTEM CONFIGURATION 8
  - **COMPUTER** 8
  - **BROWSER** 8
  - **POP-UP WINDOWS** 8
  - **SOFTWARE** 9

3 SECURITY 10

3.1 LOGGING ON 12
3.2 SYSTEM MENU (PORTAL PAGE) 14
3.3 UAS COA TEST SITES 19
3.4 UPDATE USER PROFILE 26
3.4.1 Update Profile 27
3.5 USER PREFERENCES 28
3.6 MAP IT PREFERENCES 29
3.7 EXIT THE SYSTEM 29

4 USING THE SYSTEM - UAS COA FUNCTIONS 31

4.1 NEW /RENEW - UAS COA 31
4.2 SEARCH SCREEN 31
4.3 COA TYPES 35
4.4 ENTER / EDIT UAS COA 37
4.4.1 Draft 37
4.5 PROPONENT INFORMATION 38
3.6.1 PROPONENT INFORMATION – DECLARATIONS 39
4.6 ENTER/EDIT UAS COA DRAFT 40
4.6.1 Point of Contact 43
4.6.2 Operations 44
4.6.3 System Description 45
4.6.4 Performance Characteristics 47
4.6.5 Airworthiness 49
4.6.6 Procedures 50
4.6.7 Avionics/Equipment 52
4.6.8 Lights 53
4.6.9 Spectrum Analysis Approval 54
4.6.10 ATC Communications 55
4.6.11 Electronic Surveillance/Detection Capability 56
4.6.12 Visual Surveillance/Detection Capability 57

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.13 Aircraft Performance Recording 58
4.6.14 Flight Operations Area/Plan 59
4.6.14.1 Way Point 61
4.6.14.2 SUA 63
4.6.14.3 User Defined Area 64
4.6.15 Flight Aircrew Qualifications 65
4.6.16 Special Circumstances Screen 66
4.6.17 Preview Case 67
4.7 COA APPLICATION PROCESS FLOW 68
4.8 COA REPORTS 71
4.9 CLASS G NOTIFICATIONS 76
4.10 FAA-ATO-HQ FUNCTIONS 78
4.10.1 COA Case Assignment to COA processors (FAA-ATO-HQ) 78
4.10.2 Creating a New Aircraft Type / Edit Existing Aircraft Type: 88
4.10.3 UAS Civil COA 93
UAS CIVIL COA APPLICATION PROCESS FLOW 98
4.10.4 OE/AAA® COA Terms Glossary 105

Confidential and Proprietary © 2015 Federal Aviation Administration.

1 INTRODUCTION

Unmanned Aircraft System Certificate of Authorization or Waiver (COA) is an authorization issued by the Air Traffic Organization (ATO) to a public operator for a specific UA activity. After a complete application is submitted, the Federal Aviation Administration (FAA) conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

The proliferation of UAS into the NAS resulted in an increased demand for the FAA to process a large number of applications that require review for operational approvals.

To better support the needs of our customers, FAA deployed a web-based application system. The UAS COA Online System provides applicants with an electronic method of requesting a COA.

1.1 System Overview

The UAS COA Online System is housed within the *i*OE/AAA® system which supports the FAA's effort to ensure the safety of travelers and efficient use of airspace, in accordance with 49 U.S. Code Section 44718.

In addition to providing applicants an electronic method to request a COA, the UAS COA Online System allows the FAA to manage the authorization or waiver throughout the entire review process.

To ensure standardization and increase FAA data collection efficiency, all COA reporting is accomplished through the UAS COA Online website. The COA system website contains standardized reports for initial incident/accident and monthly operational reporting. This essential functionality enables the FAA to continually assess UAS flight operations within the National Airspace System (NAS).

1.2 Authorized Use Permission

The COA Online System Administrator assigns specific permissions and areas of responsibility. There are multiple combinations of **user types** and **permissions** that factor into defining a user's role in the system.

Confidential and Proprietary © 2015 Federal Aviation Administration.

1.3 Points of Contact

The FAA provides the COA / OE/AAA user community with a support desk for informational and troubleshooting purposes.

Support Desk Contact Number	-	**202-580-7500**
E-mail address	-	**oeaaa_helpdesk@cghtech.com**

Organization of the user guide

Following are the major section of this guide:

- General Information (1.0)
- Getting Started (2.0)
- Using the System – UAS COA Functions (3.0)

1.3.1 Conventions used in the Guide

Screen names are shown in italics (*Assigned Work*)
Values to enter into the system in response to prompts and selections are shown in **bold**
Buttons are shown in **[ ]** and **bold**

1.3.2 *i*OE/AAA® Terms used in this Guide

Description	Definition
COA Case	A request for FAA approval to conduct UAS Operations.
*i*OE/AAA®	The internet Obstruction Evaluation Airport Airspace Analysis system. Used by FAA staff to evaluate cases for possible obstruction of airports, airspaces, traffic patterns, facilities, equipment and other FAA requirements

Table 1-1: *i*OE/AAA® Terms

Confidential and Proprietary © 2015 Federal Aviation Administration.

1.3.3 Computer Terms used in this Guide

Description	Definition
Button	A box used to tell the program to perform a task.
Button Bar	A collection of buttons
Check Box	A box in a window used to enable or disable an option by selecting on it with the left mouse button. In a group of check boxes, the user may select none of the boxes (unless it is a required item), one box, or many boxes. See option button for comparison.
Close Button	A square button in the upper right corner of a window's title bar with an x mark on it.
Description	Definition
Drop-down arrow	A button in a window with an upside-down triangle on it. When you select a drop-down arrow, a list of choices appears from which you make a selection. Your selection is then automatically entered into the appropriate field.
Drop-down list (or Drop-down menu)	A list of choices that appears when you select a drop-down arrow. When you choose an item in the list, your selection is automatically entered into the appropriate field.
Field	A single line in a window where the user can enter a specific item of information.
Hyperlink	An element on a Web page that, when selected on, takes you to another Web page or a different location on the current Web page. It may be text, which is commonly blue and underlined, or it may be an image or symbol.
Maximize button	A button in the upper right corner of a window that, when selected, maximizes a window to fill all of the space available within a larger window or on the screen.
[Menu Selection] [Menu Selection] [Menu Selection] [etc.]	The arrow indicates that selecting the first item leads to a secondary menu with additional items. After selecting the first menu item, use the mouse to select the second menu item, and continue selecting additional menu items until you reach the option you are activating. Choose the last option to activate it. Examples: Select Start Control Panel Settings
Minimize button	A button in the upper right corner of a window that, when selected, hides the window.
Pop-Up Menu	A menu that appears on-screen when a user selects a certain item. A pop-up menu can appear anywhere on the screen and generally disappears when the user selects an item in the menu.
Prompt	A request by the program for information from the user.
Restore Button	A button in the upper right corner of a window that, when selected, restores a window to its previous size.
Select	Choose the item you want. A selected item is usually a different color from other similar items, or is surrounded by a frame.
Text Box	A multi-line rectangle in a window in which you enter information.
Window	A portion of the screen that can contain its own document or message.

Table 1-2: Computer Terms

Confidential and Proprietary © 2015 Federal Aviation Administration.

1.3.4 Navigating the *i*OE/AAA® COA On-Line System

*i*OE/AAA® (COA On-Line) can be used through a variety of drop-down menus, buttons, and hyperlinks. The Tier-1 menu bar is shown below:

Each of the Tier-1 menu bar categories (COA case, DoD, Class D and G Notifications, Tools, Options, and Help) has pull-down menus to access the COA On-Line functions. These are explained in later sections of this document. Once 'Log Out' is selected, the user exits the system and returns to the Welcome screen.

2 GETTING STARTED

To use the iOE/AAA (COA On-Line) system, a user must have a suitable computer with necessary software installed and properly configured.

• Requirements/System Configuration

o Computer

Suitable computers are those with either Windows-compatible or Macintosh-compatible platforms that can access the iOE/AAA website. Suitable computing hardware must have at least 1GB of RAM.

Access to the iOE/AAA (COA On-Line) website must be made through a high speed Internet connection, so dial-up is not recommended. Some smart phones can run the iOE/AAA (COA On-Line) system, but may not be able to access all the functions.

o Browser

Internet Explorer, Mozilla Firefox, Google Chrome or other popular browsers can be used to access the iOE/AAA (COA On-Line) website. Some browser/computer combinations, however, might require special configurations.

o Pop-up Windows

The iOE/AAA (COA On-Line) System uses pop-up windows for some feature functionality. The site uses pop-ups to provide more details and to allow users to take full advantage of the additional feature data available. We do not recommend permanently turning off your pop-up blocker. We recommend you add the iOE/AAA (COA On-Line) site (https://ioeaaa.faa.gov) to the "white list" of sites for which your browser will always allow pop-ups.

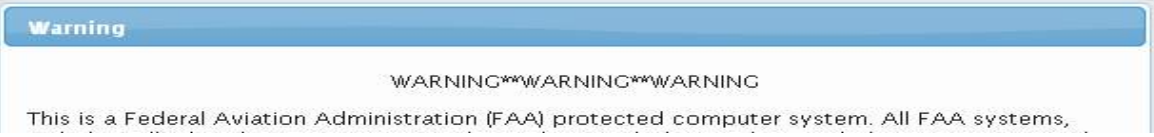
Confidential and Proprietary © 2015 Federal Aviation Administration.

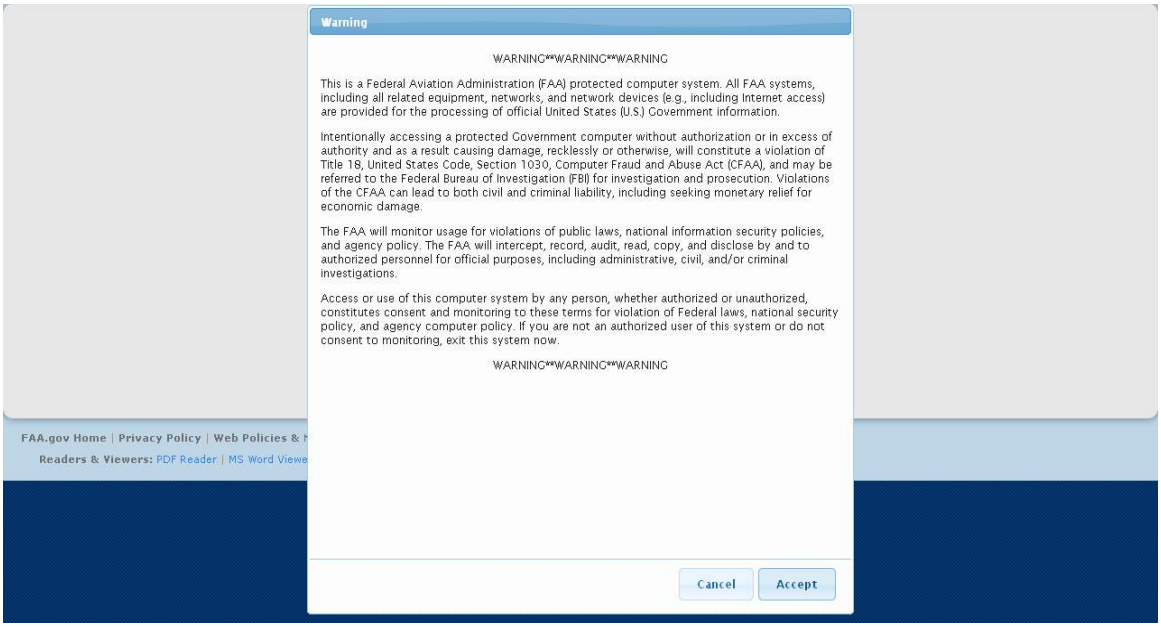
- **Software**
  - Adobe Acrobat Reader is required to view COA documents.
  - Java v6 or higher is required to view 2D maps.
  - Google Earth is required to view 3D maps.

Confidential and Proprietary © 2015 Federal Aviation Administration.

3 SECURITY

An FAA system use **warning banner** and access notification message is overlaid on the welcome / login screen when attempting to access COA On-Line thru the iOE/AAA web site.





The **Access Notification message** details the terms for use of the COA On-Line (iOE/AAA) system. The message remains on the screen until the access terms are accepted before granting access to the site. Cancelling redirects to the FAA Home website.

To mitigate the potential for **denial of service**, the COA On-Line (iOE/AAA) system:

- Enforces a limit of 3 consecutive invalid login attempts by a user.
- Automatically locks a user account and delays the next login for 20 minutes when the maximum number of unsuccessful attempts is exceeded (Per FAA order 1370.92 3).

Confidential and Proprietary © 2015 Federal Aviation Administration.

Session Lock - The COA On-Line (iOE/AAA) information system initiates a Security Content Automation Protocol (SCAP) defined session lock after a 45 minute period of inactivity or upon receiving a session log out request from a user. The system retains the session lock until the user reestablishes access using established identification (login ID) and authentication (password) procedures.

A **Session Time-Out** Warning alerts users when their current session is about to be locked due to inactivity. An audible beep will sound 5 minutes before session lock to alert users and a screen pop-up displays the following message: "You have not changed pages in at least 40 minutes. If you do not extend your session you will be logged out. You have X minutes and X seconds left. Users have the option to confirm they want to remain in their current session by selecting the "Extend my session" button, or confirm they want to log out of their current session by selecting the "Logout" button.

The COA On-Line (iOE/AAA) system automatically terminates idle accounts after **90 days of inactivity**; this access enforcement applies to all account types. This feature supports OE/AAA information system account management functions.

Confidential and Proprietary © 2015 Federal Aviation Administration.

3.1 Logging On

To access the COA On-Line (iOE/AAA) system, users will follow the steps outlined below:

System Login

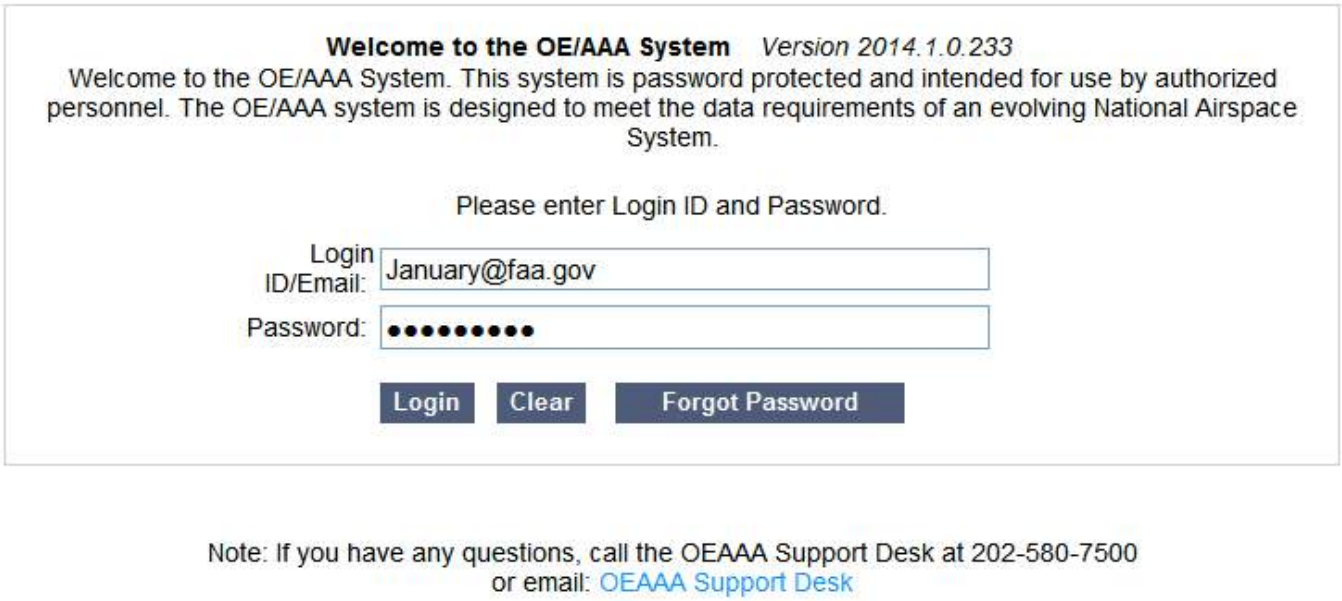


Figure 3-1: Welcome Screen

NOTE:
your full email address is required when you login.
For example, your login ID is not **john.doe** it is now **john.doe@faa.gov**

To access the COA On-Line system follow the steps listed below:

Launch your internet browser

At the top of the screen, input the following URL in the Address field: **https://ioeaaa.faa.gov**.

The Welcome / login screen of the *i*OE/AAA® system is displayed:

- Enter your login ID (your full email address) to log in.
  For example: jane.doe@faa.gov or mark.r.smith@us.army.mil.
  In case of a session timeout, the COA On-Line system will auto populate your email address into the login ID field.
- Enter your unique Password
- Select the **[Login]** button.

Confidential and Proprietary © 2015 Federal Aviation Administration.

Forgot Password

On the login screen, select the "Forgot Password" button.

Figure 3-2: Forgot Password screen

User's enter their full e-mail and submit their request; the system will validate and e-mail the user a web link to reset their password and regain access to their COA On-Line account.

Confidential and Proprietary © 2015 Federal Aviation Administration.

3.2 System Menu (Portal Page)

This section describes in general terms the system menu first encountered by the user, as well as the navigation paths to functions noted on the screen. Each system function is under a separate section header.

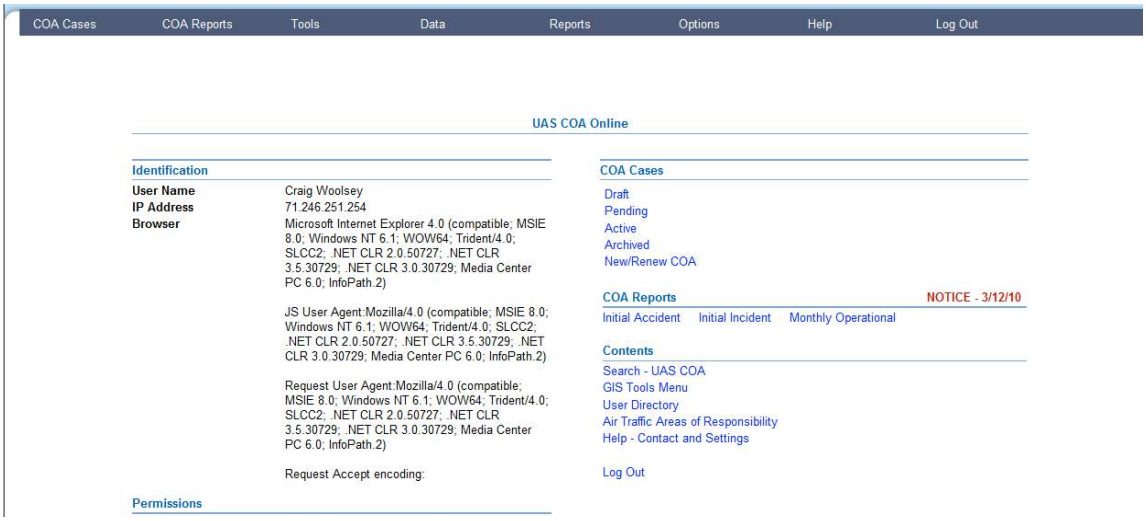


Figure 3-3: User Portal Page (COA)

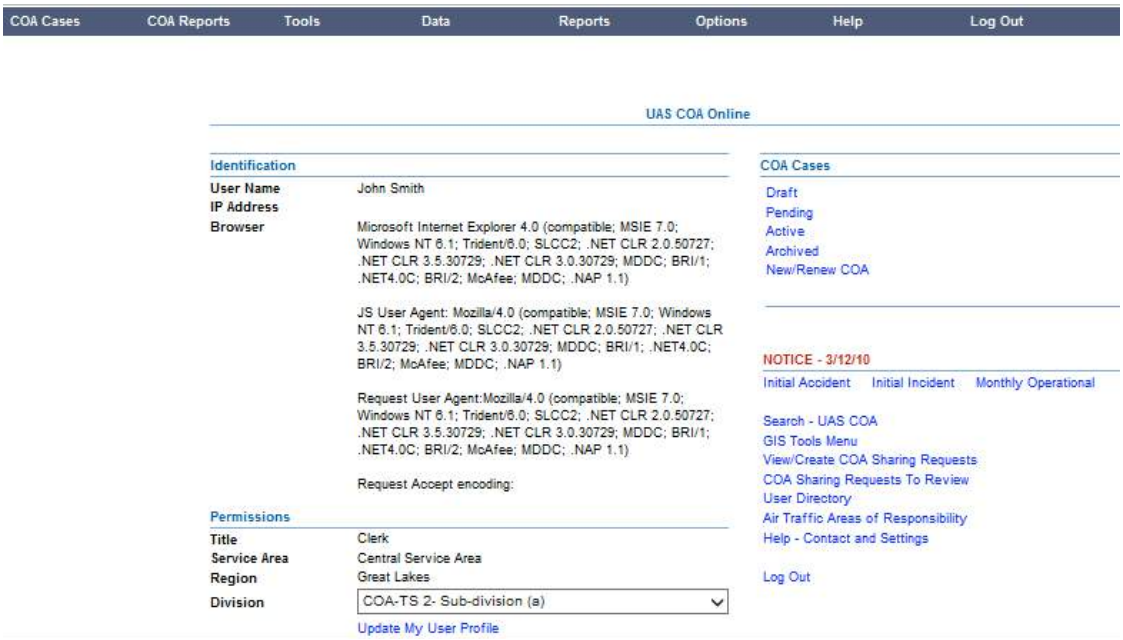


Figure 3-4↓: User Portal Page (COA Sub-division (level 3)

Confidential and Proprietary © 2015 Federal Aviation Administration.

Portal Page screen

This section describes in general terms the system menu first encountered by the user, as well as the navigation paths to functions noted on the screen. Each system function is under a separate section header.

- Identification – This section identifies you to the system.
  It contains your:
  - User Name
  - IP Address
  - Browser information
- Permission – This section displays your Profile in the OE/AAA system.
  It contains your:
  - System Title
  - Service Area
  - Region
  - Division
  - Update My User Profile
- Contents
  - Search – UAS COA
  - GIS Tools Menu
  - User Directory
  - Help – Contact & Settings
- Statistics
  - Session Started
  - Users Online
  - Bandwidth
- Java 6.0 in Map It
  - Java VM
- What's New
  - What's New
  - Quarterly Planning Initiatives

Confidential and Proprietary © 2015 Federal Aviation Administration.

Tier-1 (Site) Menu Bar and Drop-down Menus (COA)

Figure 3-5: Tier-1 (System) Menu Bar

Drop-down Menus (2)
COA-Online is navigated through a variety of Drop-down menus in the iOE/AAA® System. The Drop-down Menus will be described from left to right and from top to bottom.

* The "Notifications" menu Drop-down is only displayed on the menu bar of Class G Notification users and DoD MOA Class D users.

* The "Templates" menu Drop-down is only displayed on the menu bar FAA-ATO-HQ.

COA Cases

- Draft
- Pending
- Active
- Archived
- Search – UAS COA
- NEW/Renew –UAS COA

NOTIFICATIONS (Class "D" and Class "G" Notifications only)

- DoD MOA Class D Notifications
  - Draft
  - Pending
  - Active
  - Archived
  - Search
  - New
  - My Assignments

- DoD Class G Notifications
  - Draft
  - Active
  - Archived
  - Search
  - New
  - My Assignments

Confidential and Proprietary © 2015 Federal Aviation Administration.

- NASA Class G Notifications
  - Draft
  - Active
  - Archived
  - Search
  - New
  - My Assignments

- NOAA Class G Notifications
  - Draft
  - Active
  - Archived
  - Search
  - New
  - My Assignments

- DOI Class G Notifications
  - Draft
  - Active
  - Archived
  - Search
  - New
  - My Assignments

- FBI Class G Notifications
  - Draft
  - Active
  - Archived
  - Search
  - New
  - My Assignments

COA Reports

- Initial Accident
- Initial Incident
- Monthly Operational

Tools Drop-down

- GIS Tools

Data Drop-down

Confidential and Proprietary © 2015 Federal Aviation Administration.

- Airports/Runways Database
- Facilities Database
- Radar Database
- MTR Database
- SUA Database
- Defense Contact Database
- Special IAP Database

Reports Drop-down

- OE/NRA/NR Reports
- Smart

Options Drop-down

- Portal
- Update My User Profile
- User Directory

Templates Drop-down (FAA-ATO-HQ Only)

- COA Templates

Help Drop-down

- Contact & Settings
- COA Case Workflow Chart
- What's New
- Downloads
- Links

Log Out

Users wishing to properly exit the COA On-Line (iOE/AAA) system should select the **Log Out** option located on the right of the Tier-1 menu bar at the top of each screen within the COA-Online application, or under **Contents** on the Portal Page.

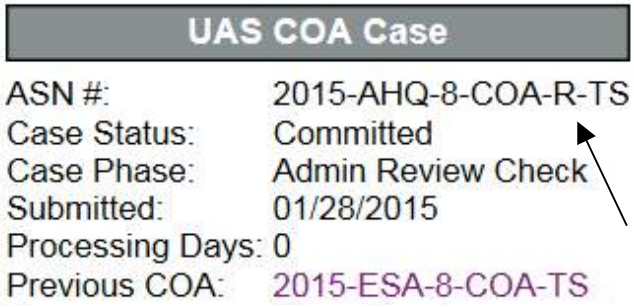
Confidential and Proprietary © 2015 Federal Aviation Administration.

3.3 UAS COA Test Sites

The FAA has six UAS COA Test Sites that will allow the agency to develop research findings and operational experiences to help ensure the safe integration of UAS into the nation's airspace.

Six divisions have been integrated into the COA On-line system to support FAA COA Test Site efforts: University of Alaska, State of Nevada, Griffiss International Airport, North Dakota Department of Commerce, Texas A&M University in Corpus Christi and Virginia Polytechnic Institute and State University**.**

UAS COA Test Site cases are part of the standard and renewal COA process; they are quickly identifiable by their suffix. Standard Test Site COAs have a suffix of "TS" (i.e. 2015-WSA-3-COA-TS) and Renewal Test Site COAs have a suffix of "R-TS" (i.e. 2015-ESA-2-COA-R-TS).



All COA ASNs are unique, so when searching or renewing a Test Site COA the suffix is not required; the system identifies and displays the cases with their identifiable suffixes such as 2015-CSA-10-COA-TS or 2015-CSA-20-COA-R-TS. The exception is safety reporting; safety reports require the entry of the entire Test Site ASN for quick identification in email notifications.

Test Site COA information related to the operation of UAS that is generated by the six test site operators will help the FAA develop regulations and operational procedures for future commercial and civil use of the NAS.

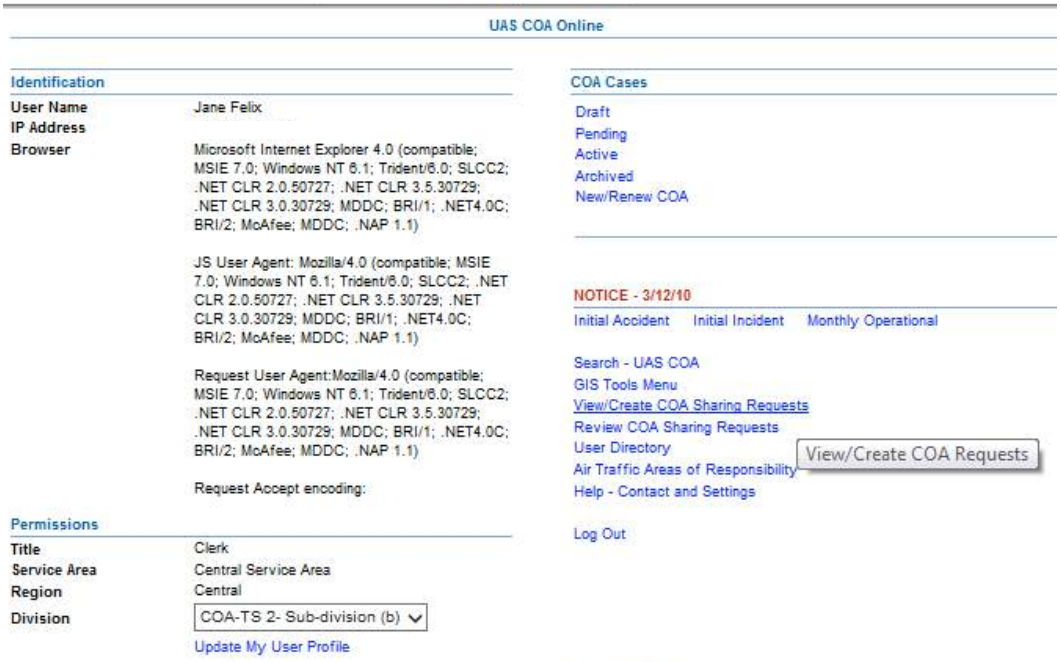
Confidential and Proprietary © 2015 Federal Aviation Administration.

To support this effort, COA Test Site (parent) division users can view Test Site sub-division user cases by selecting the applicable Test Site sub-division in the “Division” drop-down menu located on the user’s Portal Page screen:

The Test Site sub-division(s) is/are accessible by Test Site (parent) division users to view and monitor sub-division COA actions and statuses requiring their attention.

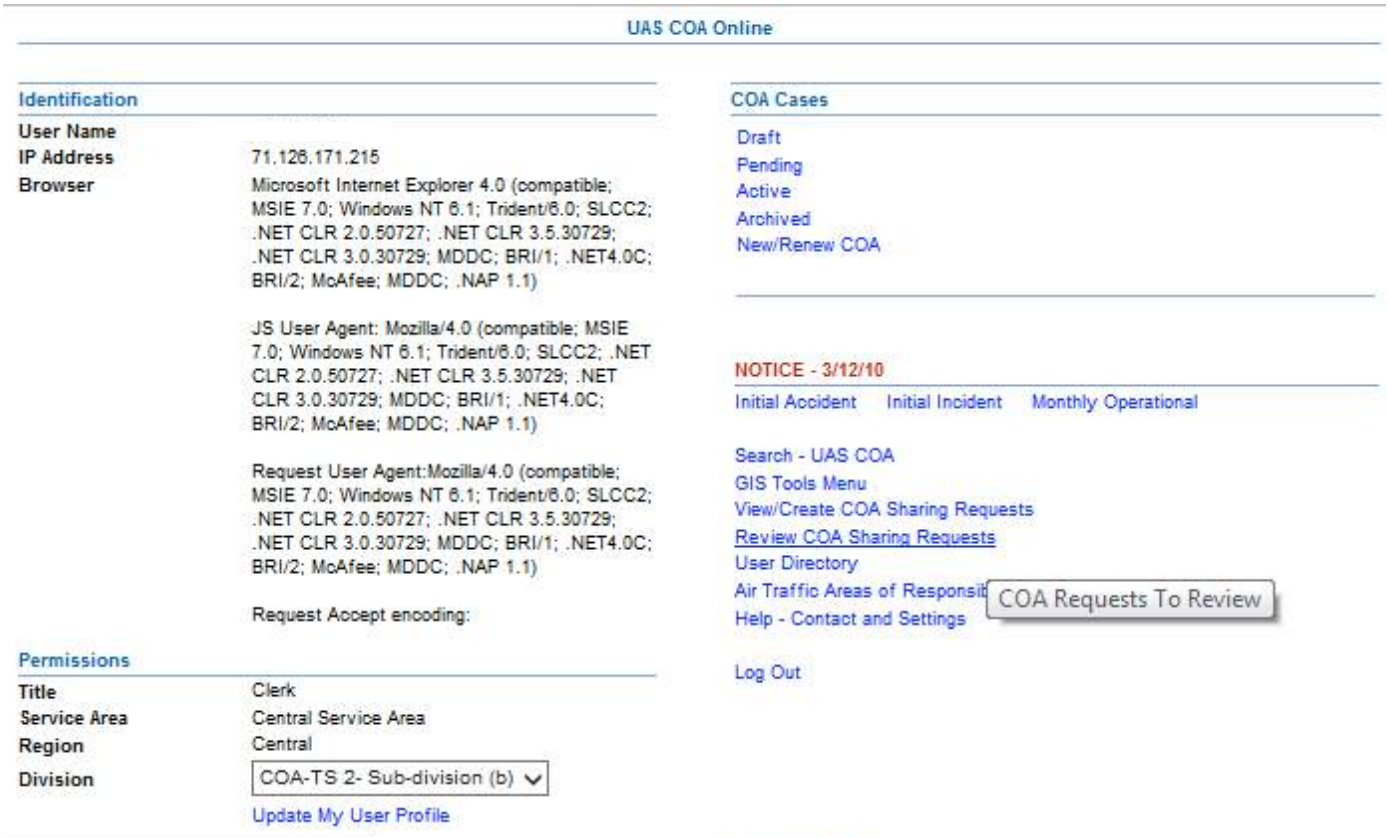
COA Test Site sub-division users have the ability and security to share their COA cases between their COA On-line account and the account of other sub-division users with the same parent Test Site; COA drafts cannot be shared.

A "View/Create COA Sharing Requests" link is only available to COA Test Site sub-division users from their Portal page to initiate a COA sharing request.



Confidential and Proprietary © 2015 Federal Aviation Administration.

A "Review COA Sharing Requests" link is only available to COA Test Site sub-division users from their Portal page to either Approve or Reject COA share request.

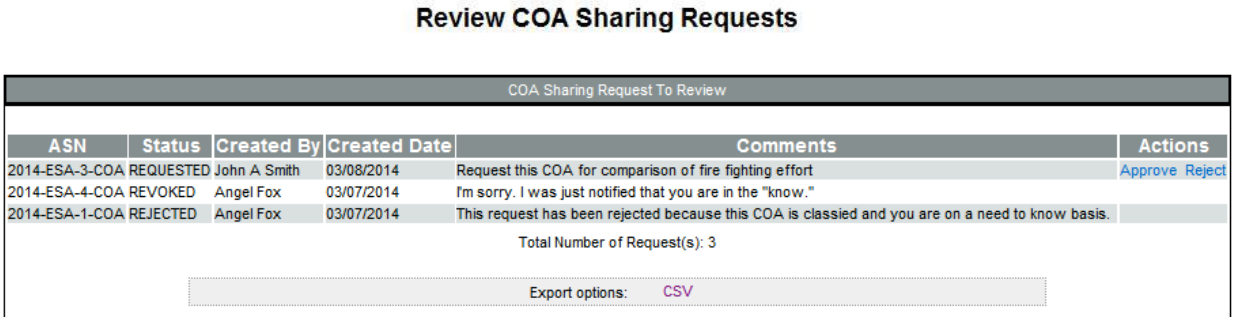


Confidential and Proprietary © 2015 Federal Aviation Administration.

Test Site COA Share Request Example:

Created Date: First time when share request was created (to see requested date)
Action Date: Last time request record was updated (to see approval/revoke date)

Below is the COA Owner share request review screen with Approve and Reject links:



Confidential and Proprietary © 2015 Federal Aviation Administration.

Below is the COA Owner share request review screen with revoke links:

An export option is located on the bottom of the “My COA Sharing Requests” and “Review COA Sharing Request” screens to allow users to export listed Sharing Requests to CSV format.

Reject / Revoke comment screen:

Requestor’s COA share request review screen with COA owner comments:

Confidential and Proprietary © 2015 Federal Aviation Administration.

Review COA Sharing Requests

Request for COA Case 2014-ESA-3-COA has been updated successfully.

COA Sharing Request To Review

ASN	Status	Created By	Created Date	Comments	Actions
2014-ESA-3-COA	REVOKED	John A Smith	03/08/2014	Revoked because the approved COA was actually the wrong sharing request. The correct request has been approved.	
2014-ESA-4-COA	REVOKED	Angel Fox	03/07/2014	I'm sorry. I was just notified that you are in the "know."	
2014-ESA-1-COA	REJECTED	Angel Fox	03/07/2014	This request has been rejected because this COA is classied and you are on a need to know basis.	

Total Number of Request(s): 3

COA share request can only be conducted with sub-division users of the same Test Site as the requestor.

Create New COA Sharing Request

- The parent division of the case is not the same as the parent division of the current user!

ASN # for COA Case to Share: [ ] - [ ] - [ ] - [ ]

Comments:

Create the Request

My COA Sharing Requests

If the share request is approved, the requested COA can be viewed by selecting the ASN link on the Create/view COA share request screen.

ASN
2014-ESA-2-COA

Create New COA Sharing Request

ASN # for COA Case to Share: [ ] - [ ] - [ ] - [ ]

Comments:

Create the Request

My COA Sharing Requests

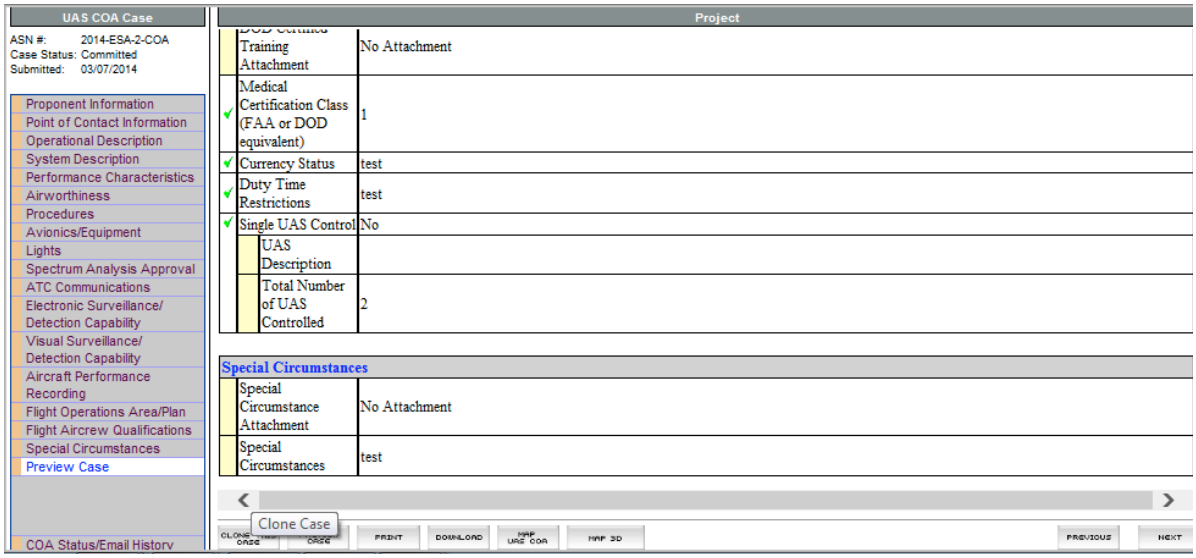
ASN	Status	Action Date	Division	Created By	Created Date	comments
2014-ESA-2-COA	APPROVED	03/09/2014	COA-TS 2- Sub-division (a)	Jane Felix	03/09/2014	Request approved!

Total Number of Request(s): 1

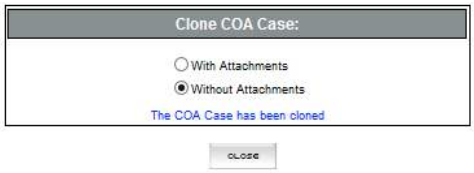
Export options: CSV

Confidential and Proprietary © 2015 Federal Aviation Administration.

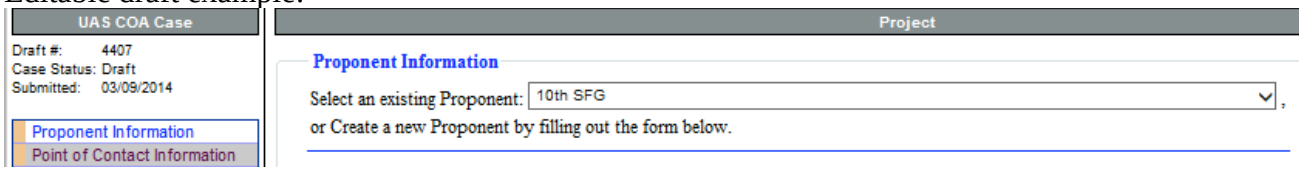
The displayed COA is view-only.



Clone the COA case to create an editable draft in your account.

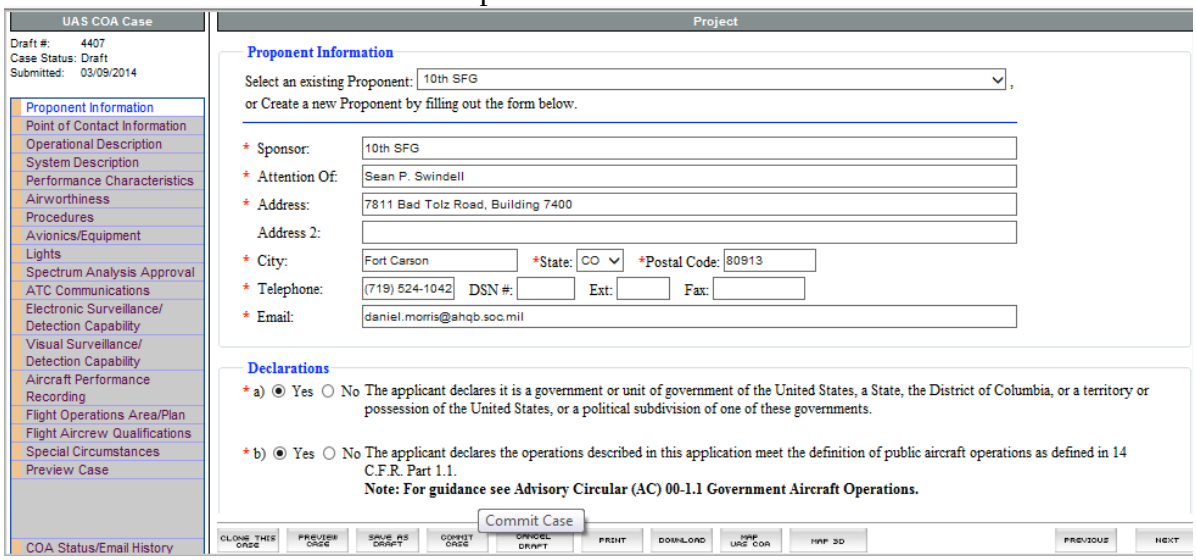


Editable draft example:



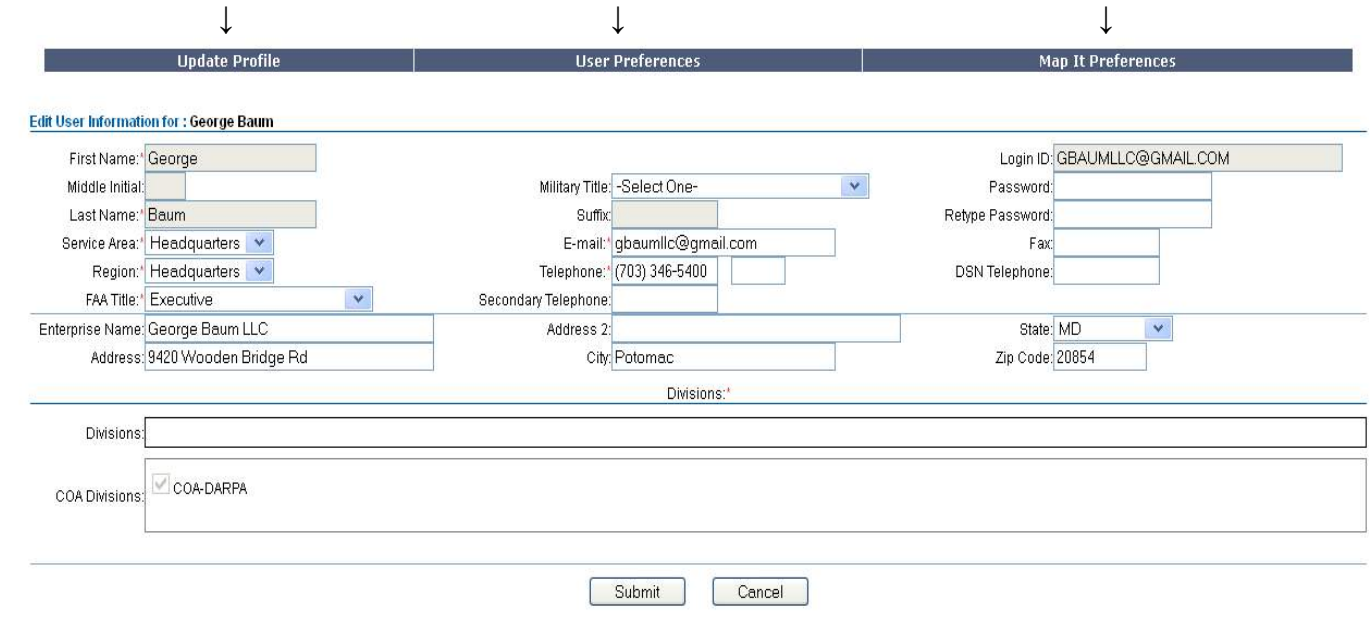
Confidential and Proprietary © 2015 Federal Aviation Administration.

This Test Site COA draft can be completed and Committed to the FAA.



3.4 Update User Profile

The **Update My User Profile** link is provided for users who need to make changes to their personal information. This link can be found under the Options Drop-down menu, as well as on the Portal Page. Users selecting the **Update My User Profile** link will see the following data input screen:



Confidential and Proprietary © 2015 Federal Aviation Administration.

There are three subsections on this page:

- Update Profile
- User Preferences
- Map It Preferences

3.4.1 Update Profile

Once on the **Update Profile** screen, users have the ability to view the following personal information (data followed by a red asterisk [*] are required fields):

- First Name
- Middle Name
- Last Name
- Region
- FAA Title
- Military Title (if applicable)
- Suffix
- E-mail (user may edit)
- Telephone (user may edit)
- Secondary Telephone (user may edit)
- DSN Telephone (user may edit)
- Login Password and the Retype password field (user may edit)
- Fax
- Division(s)

- In addition, the user can also update the following:
    - Enterprise Name
    - Address
    - Address 2
    - City
    - State
    - Zip

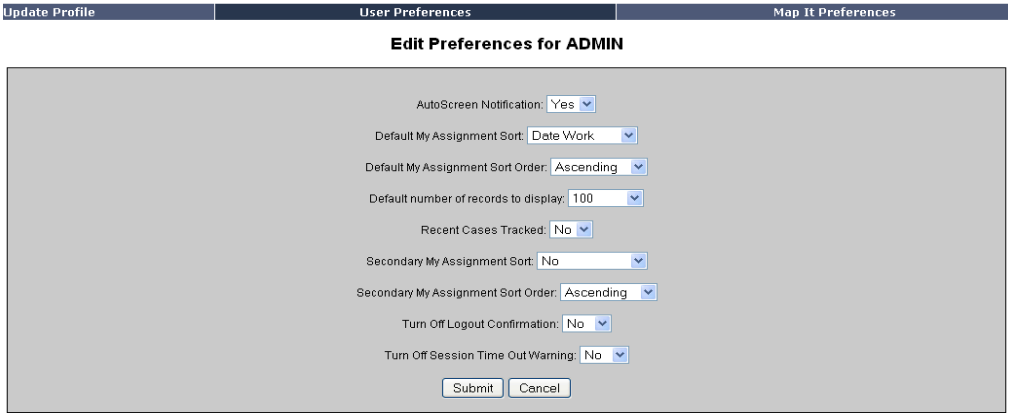
After making changes, the user selects the [Submit] button at the bottom of the page.

Once all desired edits have been made, users may choose to either **[Save]** the changes or **[Cancel]** the action (to return the data to its original state).

Confidential and Proprietary © 2015 Federal Aviation Administration.

3.5 User Preferences

From this screen, the user can set general preferences for how data is displayed.



The following COA on-line preferences can be changed and the options for each are listed in the Drop-down next to the option:

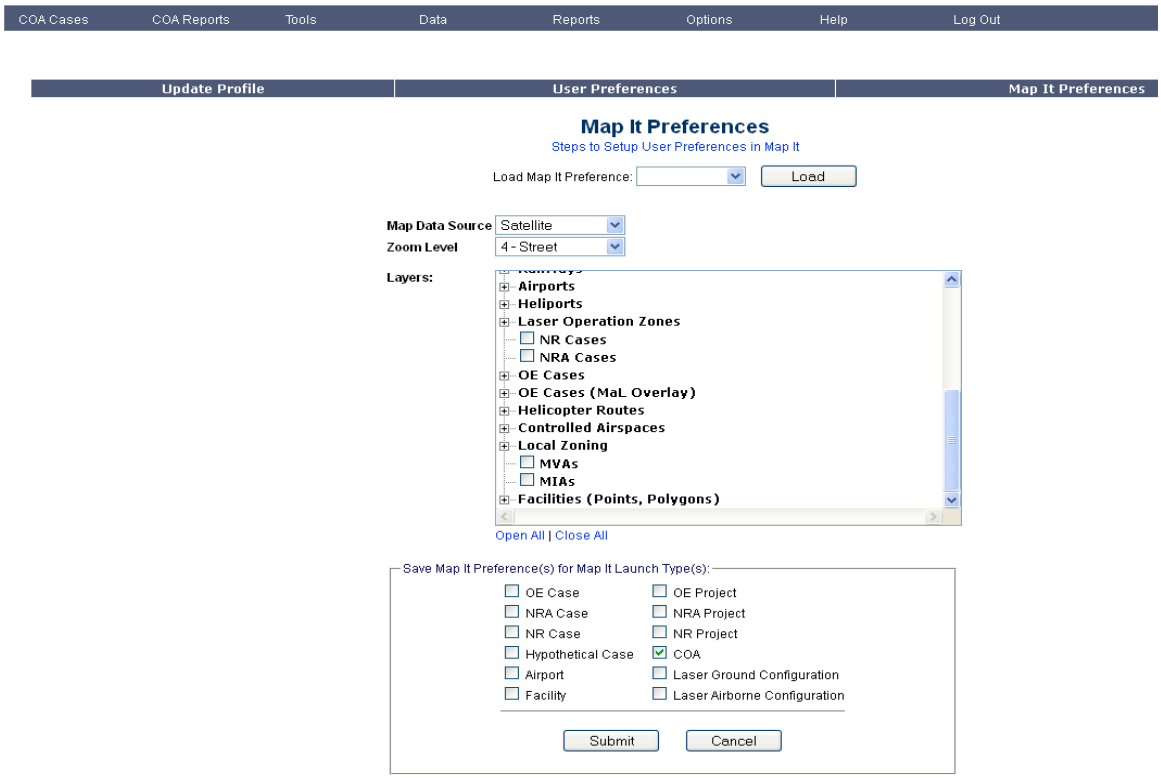
- Turn Off Logout Confirmation
- Turn Off Session Time Out Warning

Once the user has made the changes, select the [Submit] button to save the changes.

Confidential and Proprietary © 2015 Federal Aviation Administration.

3.6 Map It Preferences

Users can create different preferences for the Map It application based on the type of info that is being loaded on the screen.



To add/modify the Map It Preferences, follow the steps below. In addition, these same steps can be accessed on the screen by selecting the “Steps to Setup User Preferences in Map It” link.

1. Select a map type from Map Data Source to display as your default view when mapping.
2. Select a default zoom level to use when displaying maps.
3. Select Layer options to display on your map.
4. Place a check by the optional "Map It launch types" you would like to include in your personalized display.
   Note: Only select options you use.
5. Save your personalized settings.
6. To edit preferences later, select Load Map preferences, make changes, and submit.

3.7 Exit the system

Confidential and Proprietary © 2015 Federal Aviation Administration.

Upon receiving a logout request, a logout confirmation screen asks "Are you sure you want to log out?" Users have the option to confirm they want to log out of their current session; by selecting YES to return to the *Welcome* page or remain in their current session by selecting NO.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4 USING THE SYSTEM - UAS COA FUNCTIONS

4.1 New /Renew - UAS COA

A New /Renew - UAS COA link is available to COA users from their Portal page and the COA Cases Drop-down menu on the Tier-1 menu bar to add an online COA.

DoD Class G Notifications & DoD MOA Class D Notification links are available to Military COA users from their Portal page and from the DoD Class G Notifications and DoD MOA Class D Notifications Drop-down menus on the Tier-1 menu bar.

4.2 Search Screen

1. From the Tier-1 menu bar (or via the **Portal Page**, select the applicable COA, DoD MOA Class D Notification or DoD, NASA, NOAA, DOI or FBI Class G Notification, **Case Search** screen to search cases based upon several unique attributes, including:

- ASN
- Status
- Aircraft Type and Model
- Aircraft Equipment Suffix
- Sponsor
- Attention of
- Sponsor's City
- Sponsor's State
- Point of Contact
- Point of Contact's City
- Point of Contact's State
- Departure Specific Loc ID and a Radius
- Departure Specific Location by Coordinates and a Radius
- Arrival Specific Loc ID and a Radius
- Arrival Specific Location by Coordinates and a Radius

Confidential and Proprietary © 2015 Federal Aviation Administration.

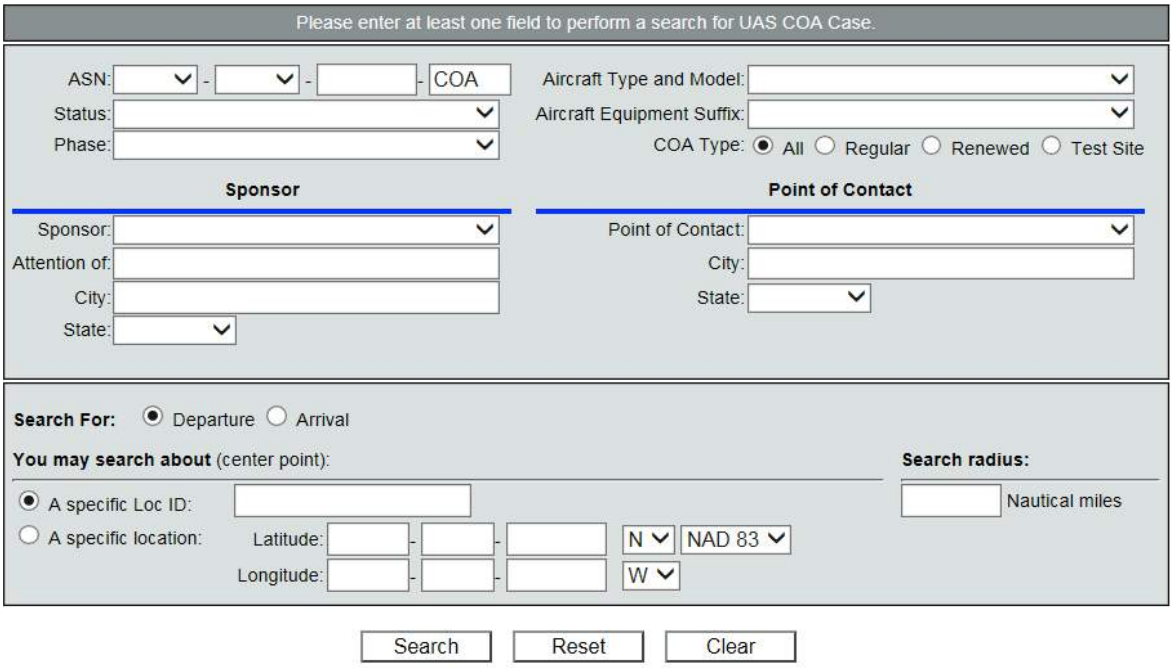


Figure 4-1: COA Search Screen

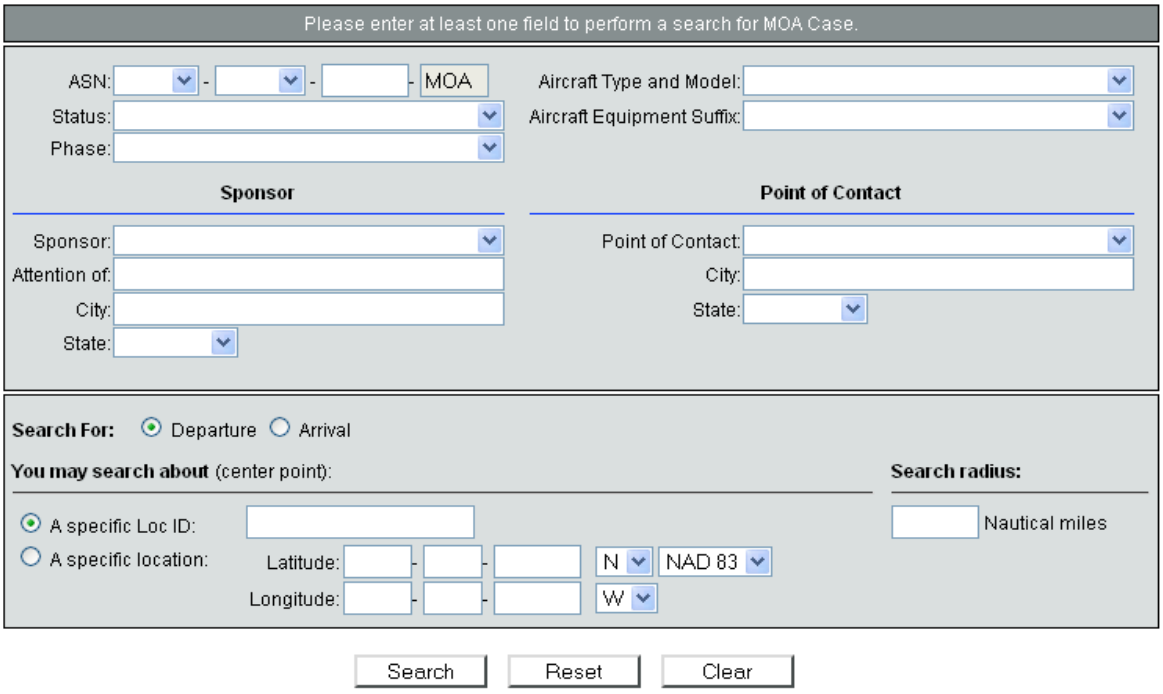


Figure 4-2: **DoD MOA Class D Notifications Search Screen**

Confidential and Proprietary © 2015 Federal Aviation Administration.

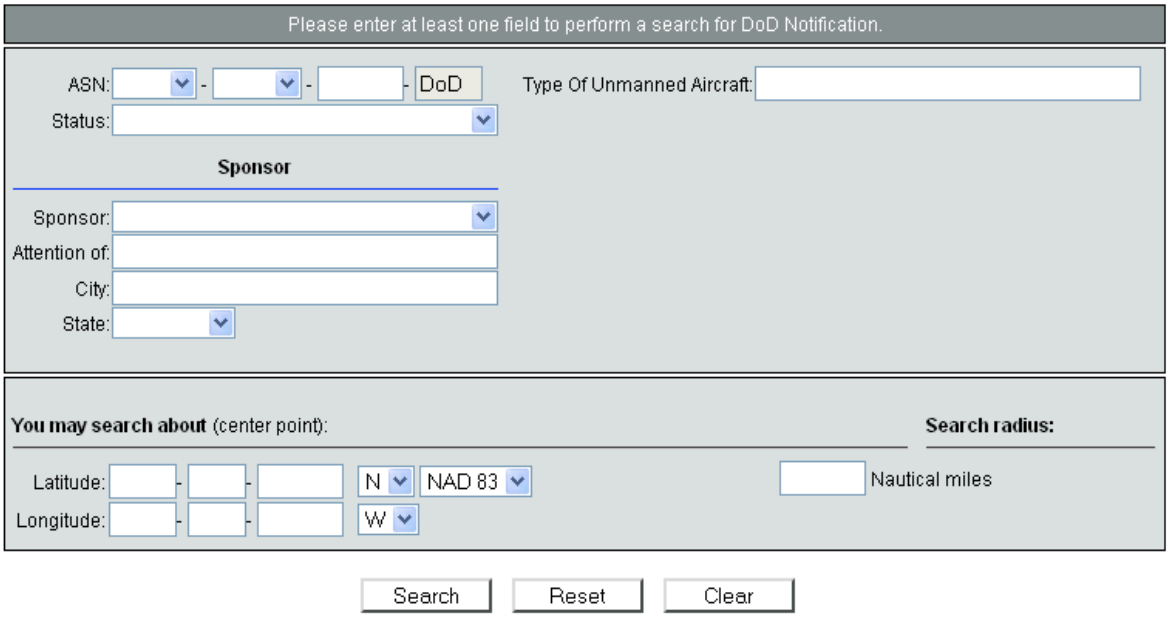


Figure 4-3: **DoD Class G Notification Search Screen**

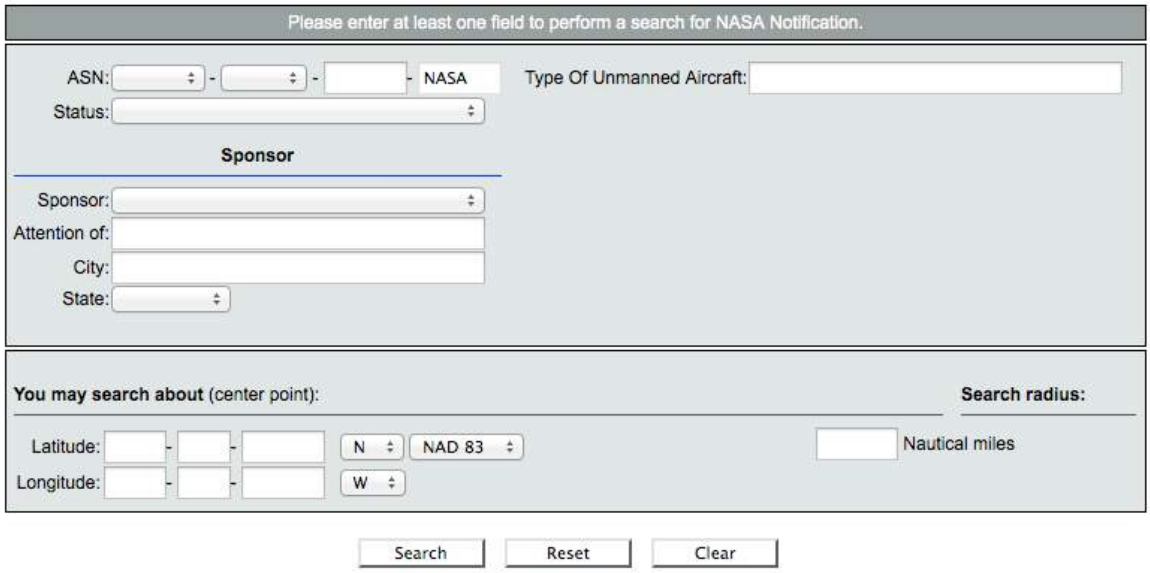


Figure 4-4: **NASA Class G Notifications Search Screen**

Confidential and Proprietary © 2015 Federal Aviation Administration.

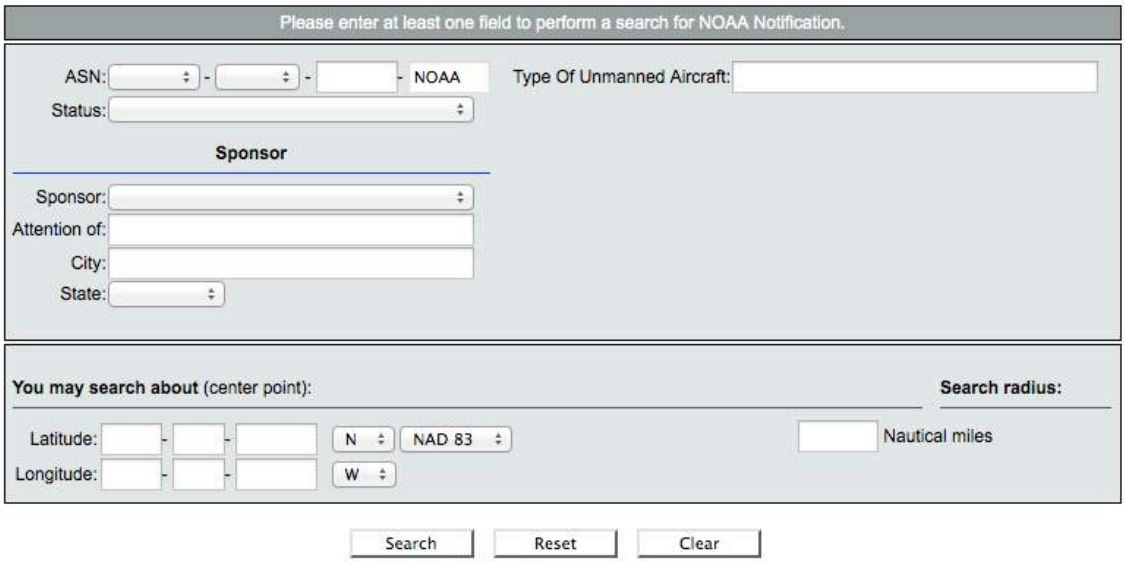


Figure 4-5: **NOAA Class G Notification Search Screen**

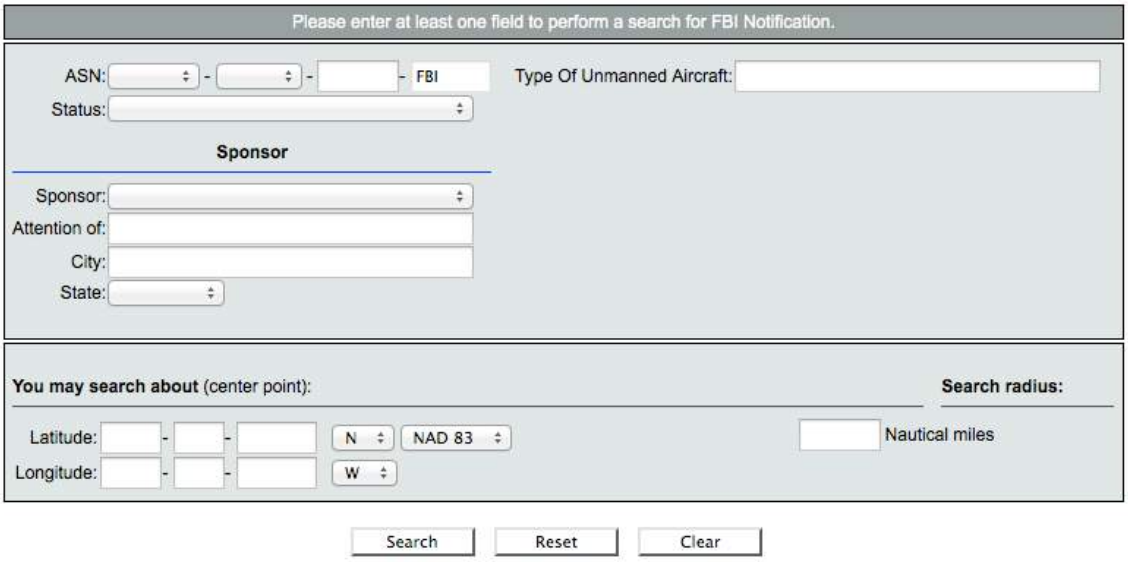


Figure 4-6: **DOI Class G Notification Search Screen**

Confidential and Proprietary © 2015 Federal Aviation Administration.

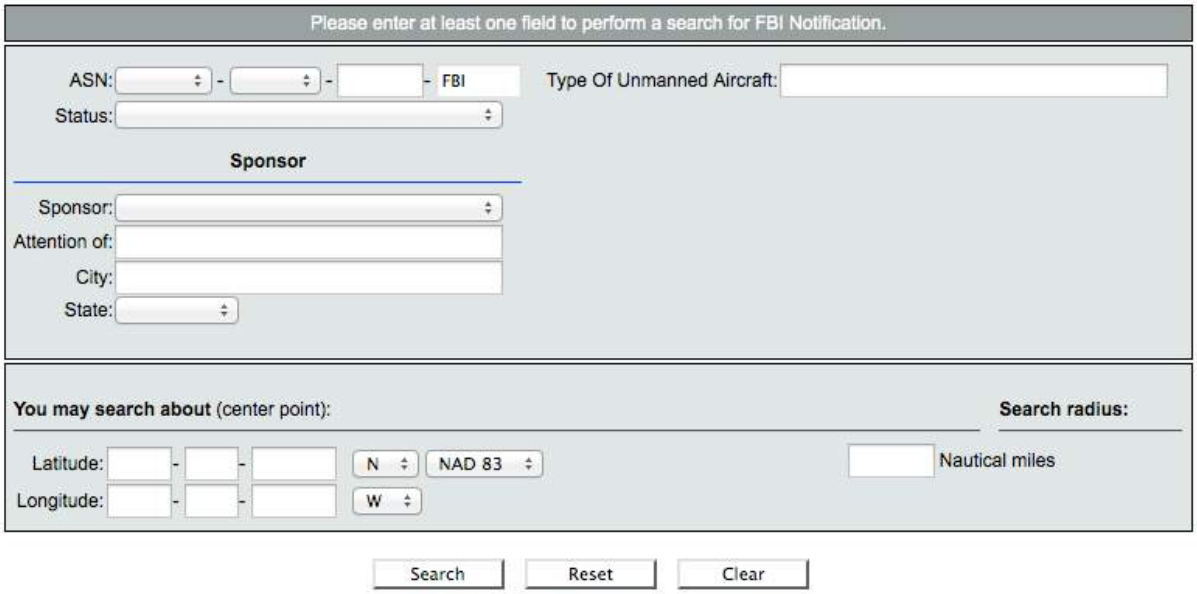


Figure 4-67: **FBI Class G Notification Search Screen**

1. Fill in the 'Case Study Number' (ASN); other information fields can be used to search as well. When searching for a Test Site COA the suffix is not required; the system identifies and displays the case with its identifiable suffix; such as 2015-CSA-10-COA-TS or 2015-CSA-20-COA-R-TS.

2. Select the **[Search]** button.

3. The results will be shown below the search fields.

4. Once the results are shown then select the **[ASN]** as highlighted. This will open the *Preview Case* screen of the existing selected case.

4.3 COA Types

Users wishing to view UAS COA cases assigned in their division and AOR can select the applicable permission based links.

Confidential and Proprietary © 2015 Federal Aviation Administration.

COA Cases	DoD Class G Notifications	DoD MOA Class D Notifications
Draft	Draft	Draft
Pending		Pending
Active	Active	Active
Archived	Archived	Archived
New/Renew COA	New DoD	New MOA
My Assignments	My Assignments	My Assignments

NASA Class G Notifications	NOAA Class G Notifications	DOI Class G Notifications
Draft	Draft	Draft
Active	Active	Active
Archived	Archived	Archived
New NASA	New NOAA	New DOI
My Assignments	My Assignments	My Assignments

FBI Class G Notifications
Draft
Active
Archived
New FBI
My Assignments

These links display the following case record information:

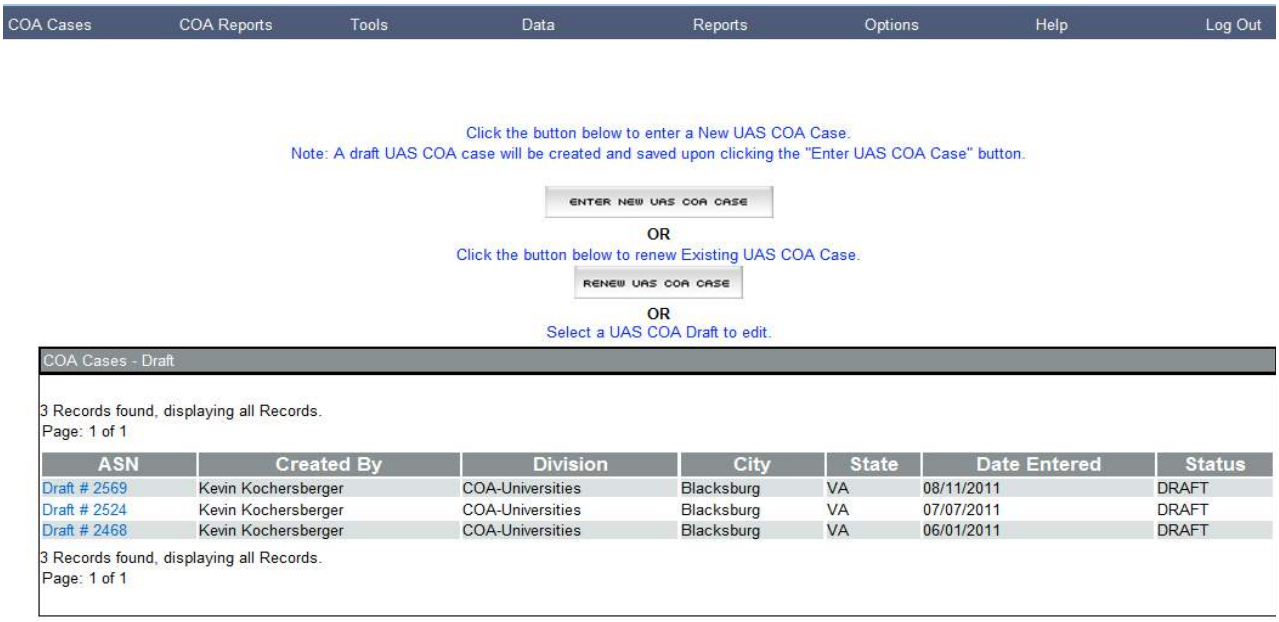
.

- ASN (link into COA case)
- Created By
- Division
- City
- State
- Dated Submitted
- Status
- Phase

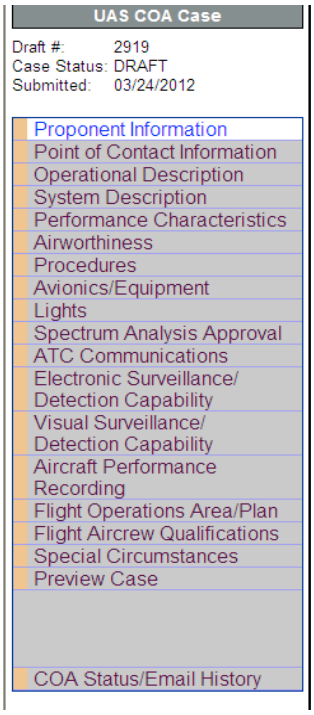
Confidential and Proprietary © 2015 Federal Aviation Administration.

4.4 Enter / Edit UAS COA

4.4.1 Draft

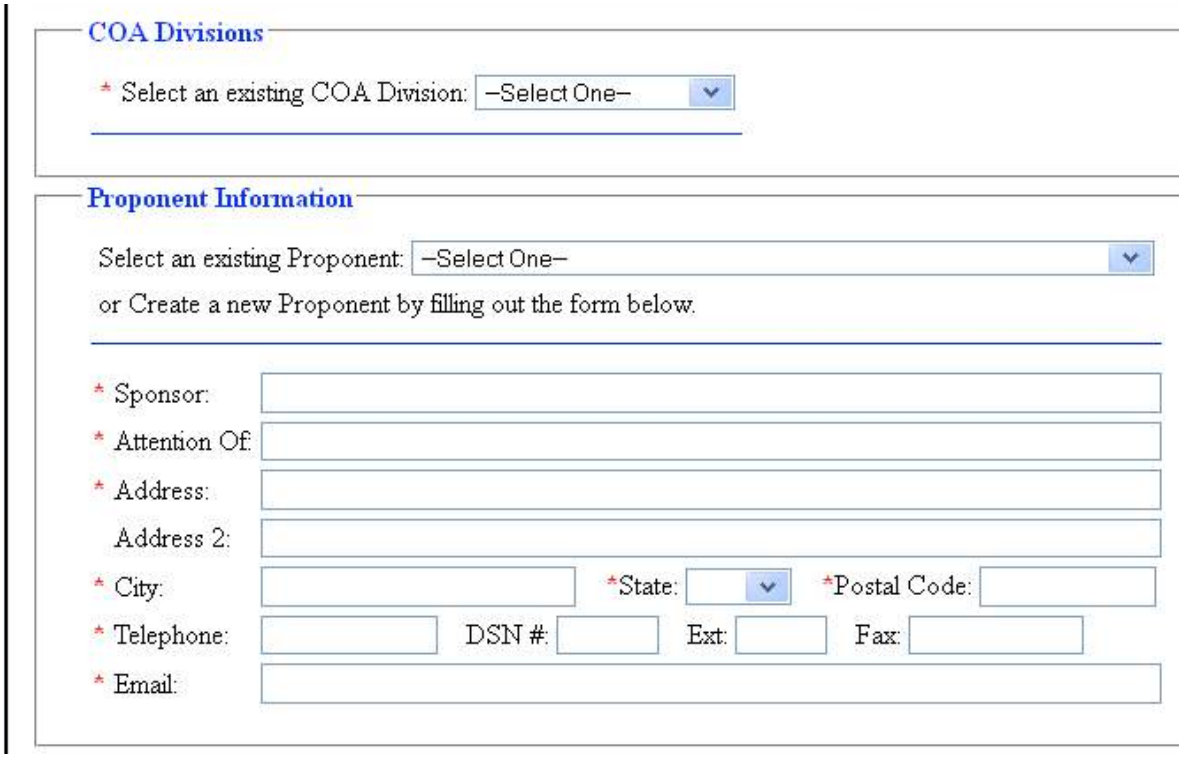


The sections of a COA:



Confidential and Proprietary © 2015 Federal Aviation Administration.

4.5 Proponent Information



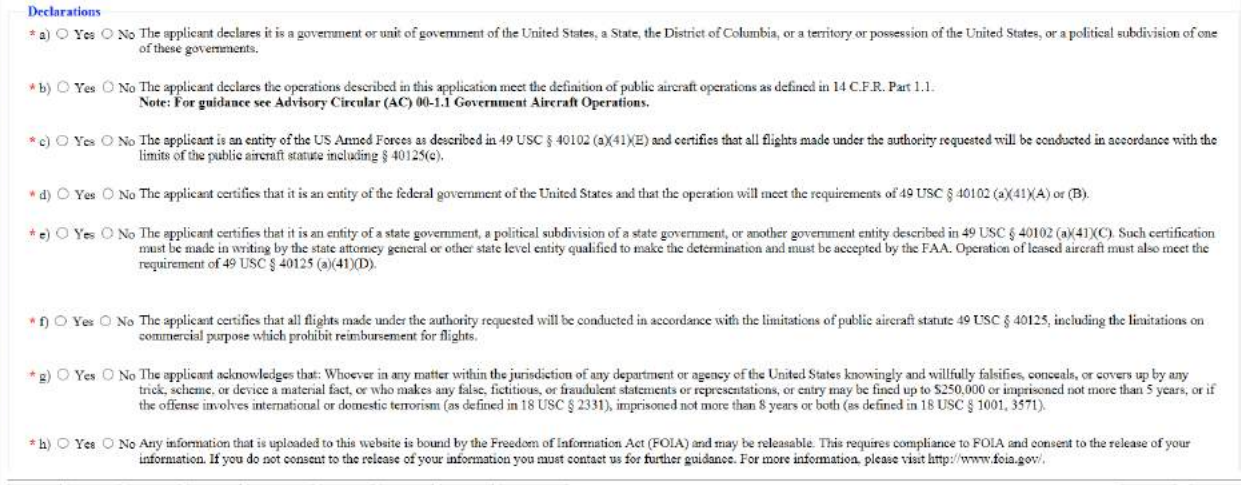
A user assigned COA Division drop-down menu is located on the Proponent Information screen. The drop-down list all divisions assigned within a user profile. It's located on the COA Cases > New/Renew – UAS COA screen; the starting screen for any COA type, except for Renewal. For Renewal the drop down is located on the renewal screen. The COA Divisions drop-down ensures that users with two or more divisions are able to select and create their COA(s) under the appropriate division.

The proponent information drop down menu is personalized according to the user division.

Confidential and Proprietary © 2015 Federal Aviation Administration.

3.6.1 Proponent Information – Declarations

Standard COA



Declarations

* a) ○ Yes ○ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.

* b) ○ Yes ○ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.

* c) ○ Yes ○ No The applicant is an entity of the US Armed Forces as described in 49 USC § 40102 (a)(41)(E) and certifies that all flights made under the authority requested will be conducted in accordance with the limits of the public aircraft statute including § 40125(e).

* d) ○ Yes ○ No The applicant certifies that it is an entity of the federal government of the United States and that the operation will meet the requirements of 49 USC § 40102 (a)(41)(A) or (B).

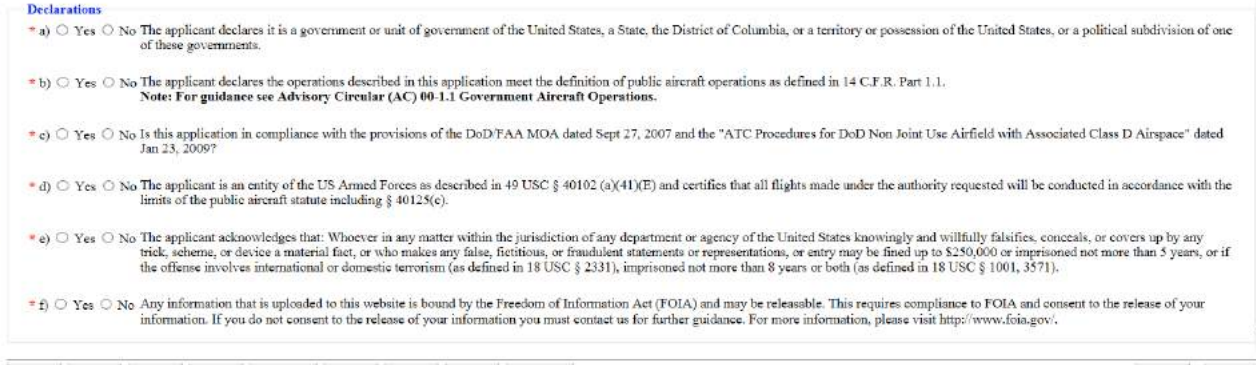
* e) ○ Yes ○ No The applicant certifies that it is an entity of a state government, a political subdivision of a state government, or another government entity described in 49 USC § 40102 (a)(41)(C). Such certification must be made in writing by the state attorney general or other state level entity qualified to make the determination and must be accepted by the FAA. Operation of leased aircraft must also meet the requirement of 49 USC § 40125 (a)(41)(D).

* f) ○ Yes ○ No The applicant certifies that all flights made under the authority requested will be conducted in accordance with the limitations of public aircraft statute 49 USC § 40125, including the limitations on commercial purpose which prohibit reimbursement for flights.

* g) ○ Yes ○ No The applicant acknowledges that: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry may be fined up to $250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 USC § 2331), imprisoned not more than 8 years or both (as defined in 18 USC § 1001, 3571).

* h) ○ Yes ○ No Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit http://www.foia.gov/.

DoD MOA Class D Notifications



Declarations

* a) ○ Yes ○ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.

* b) ○ Yes ○ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.

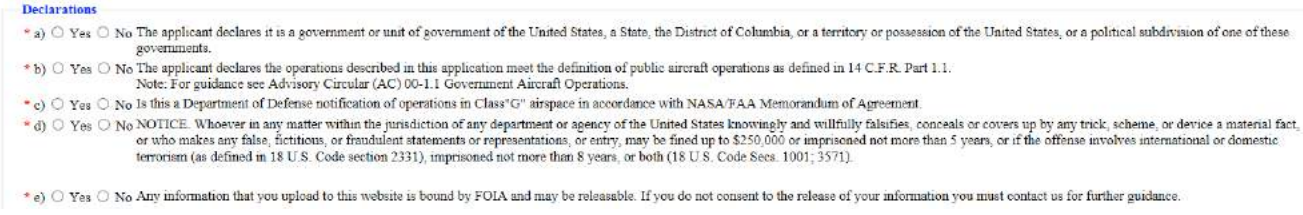
* c) ○ Yes ○ No Is this application in compliance with the provisions of the DoD/FAA MOA dated Sept 27, 2007 and the "ATC Procedures for DoD Non Joint Use Airfield with Associated Class D Airspace" dated Jan 23, 2009?

* d) ○ Yes ○ No The applicant is an entity of the US Armed Forces as described in 49 USC § 40102 (a)(41)(E) and certifies that all flights made under the authority requested will be conducted in accordance with the limits of the public aircraft statute including § 40125(e).

* e) ○ Yes ○ No The applicant acknowledges that: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry may be fined up to $250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 USC § 2331), imprisoned not more than 8 years or both (as defined in 18 USC § 1001, 3571).

* f) ○ Yes ○ No Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit http://www.foia.gov/.

Class G Notifications



Declarations

* a) ○ Yes ○ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.

* b) ○ Yes ○ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.

* c) ○ Yes ○ No Is this a Department of Defense notification of operations in Class"G" airspace in accordance with NASA/FAA Memorandum of Agreement.

* d) ○ Yes ○ No NOTICE. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 U.S. Code section 2331), imprisoned not more than 8 years, or both (18 U.S. Code Secs. 1001; 3571).

* e) ○ Yes ○ No Any information that you upload to this website is bound by FOIA and may be releasable. If you do not consent to the release of your information you must contact us for further guidance.

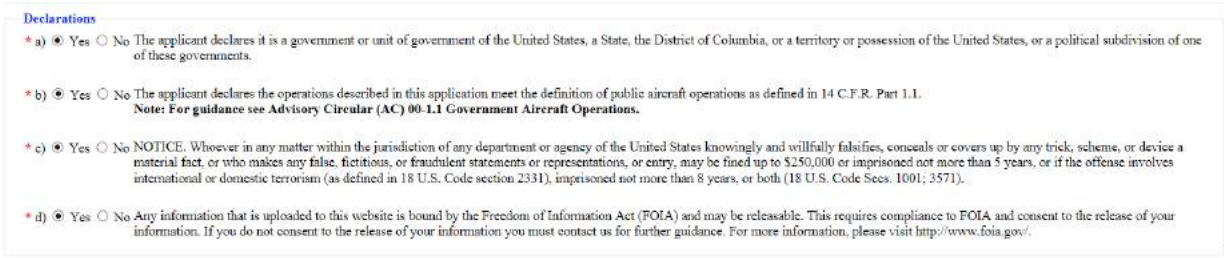
Confidential and Proprietary © 2015 Federal Aviation Administration.

COA Renewal (1st screen)

- Proponents who do not select the appropriate radial buttons to qualify for COA Renewal will see a statement displayed stating "This COA does not meet the minimum criteria required for a renewal. Please submit a new COA application."

- Renewed COAs will be displayed as:
  2010-ESA-xx-COA-R
  2010-CSA-xx-COA-R
  2010-WSA-xx-COA-R

COA Renewal (2nd screen)



- COA-Rs are searchable

- There is no renewal capability for DoD Class G Notifications or DoD MOA Class D Notifications.

4.6 Enter/Edit UAS COA Draft

To add a new UAS COA case or edit a UAS COA Draft the following these steps:

1. Select one of the following from the Portal Page or Tier-1 menu bar:
   - New/Renew COA
   - New DoD, NASA, NOAA, DOI or FBI Class G Notifications.

Confidential and Proprietary © 2015 Federal Aviation Administration.

- New DoD MOA class D Notifications

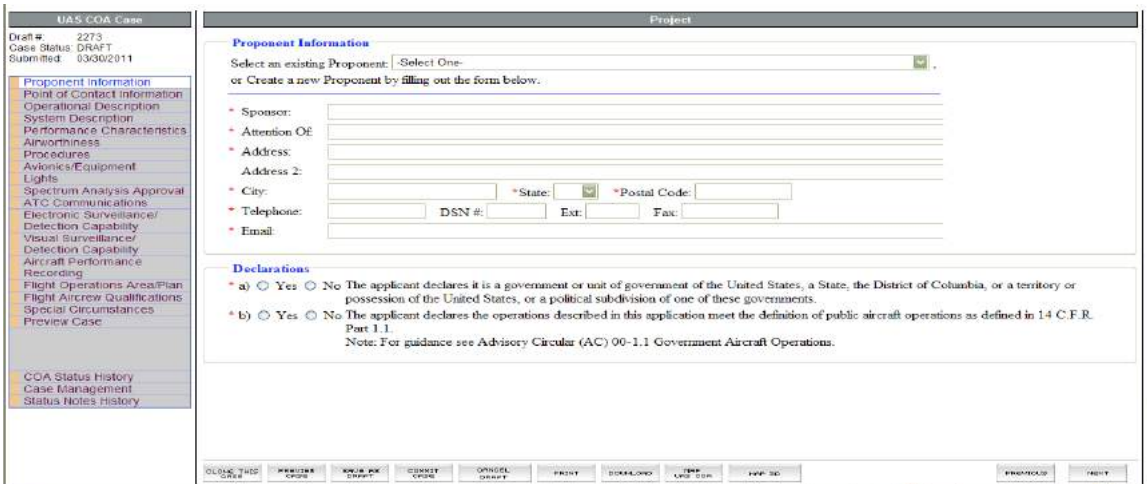
3. Determine if you need to:
   - 1. Enter a New UAS COA Case. To enter a new case, select the **[Enter New UAS COA Case]** button.
   - 2. Select a UAS COA Draft to Edit. To select a draft for editing, select the **Draft #** hyperlink.

Either selection will take the user to the *Proponent Organization* screen of the Enter/Edit UAS COA Draft (shown below).

NOTE: If a user chooses to edit UAS COA Draft, certain fields will be pre-populated with data previously entered by a user.

Proponent Organization

If the desired Proponent is not in the Sponsor Drop-down list, a proponent can be created by entering in the data.



The table below shows each of the fields that can be/must be entered on the *Add New Proponent Organization* screen. Items with a "*" are required.
NOTE: Once the case has been "Committed" the information cannot be changed.

Field	Comment
Sponsor: *	Cannot be blank
Attn of: *	Cannot be blank
Address: *	Cannot be blank
Address 2:	
City: *	Cannot be blank
State: *	Select from the Drop-down list.

Confidential and Proprietary © 2015 Federal Aviation Administration.

Postal Code: *	Cannot be blank
Telephone: *	Cannot be blank
DSN #:	
Ext:	
Fax:	
E-mail: *	Cannot be blank

Table 4-1: Fields to be filled out

If the sponsoring organization already exists in the system, users may simply select the name of the proponent organization from the **Sponsor** drop-down list.
The table below shows each of the fields that can be/must be entered on the *Proponent Organization* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Field	Comment
Sponsor *	Select from the Drop-down list.

Table 4-2: Fields to be filled out

The table below lists the fields that are automatically supplied by the system.

Field	Comment
Sponsor	From saved sponsor information
Attn of: *	From saved sponsor information
Address: *	From saved sponsor information
Address 2:	From saved sponsor information if entered
City: *	From saved sponsor information
State: *	From saved sponsor information
Postal Code: *	From saved sponsor information
Telephone: *	From saved sponsor information
DSN #:	From saved sponsor information if entered
Ext:	From saved sponsor information if entered
Fax:	From saved sponsor information if entered
E-mail: *	From saved sponsor information

Table 4-3: Automatically completed fields

NOTE: It is recommended to save entered data after completing each section by selecting the **[Save as Draft]** button before moving on.
Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.1 Point of Contact

The point of contact drop down menu is personalized according to the user division.

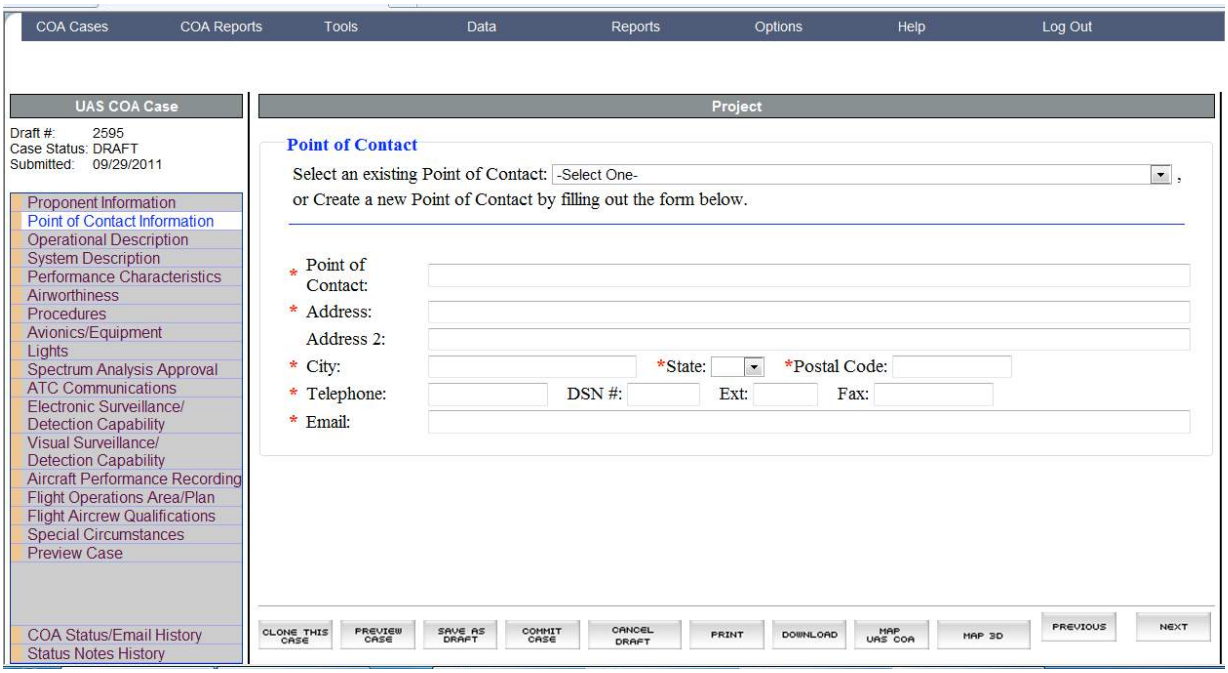
If the desired Point of Contact is not in the drop-down list, users can create one by choosing “select one” in the Point of Contact drop-down menu.

The table below shows each of the fields that can be/must be entered on the *Add New Point of Contact* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status only the email address can be changed.

The email address is editable; a "Save Email" button is displayed on committed COAs. Clicking the "Save Email" button will validate and save the new/updated POC email address. Any email notifications sent with a status change, will use the updated POC email address. This functionality applies to COA, COA-R and MOA types.

If the Point of Contact already exists in the system for the division, users may simply select the name of the Point of Contact from the **Point of Contact** Drop-down list.



The table below shows each of the fields that can be/must be entered on the *Point of Contact* screen. Items with a “*” are required.

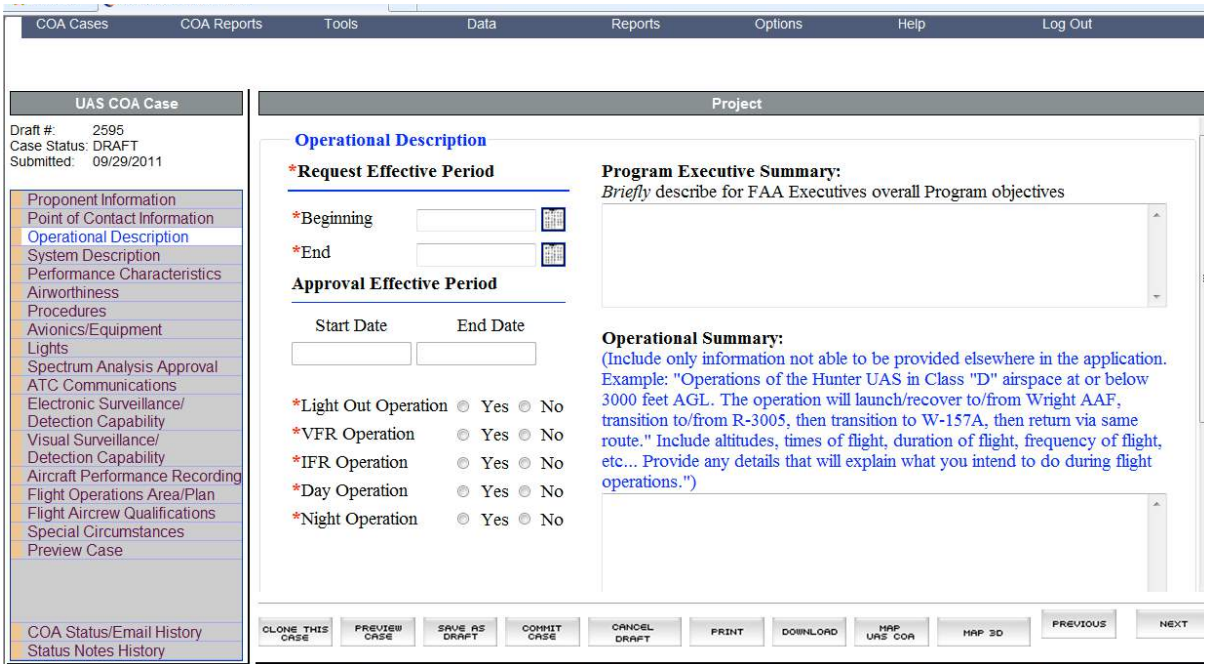
Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.2 Operations

Applicants can request Standard COA and Renewal COA operations for up to a two-year maximum.

Information regarding Operations is required for each case. See below for a sample of the form used for this section of the system.



The table below shows each of the fields that can be/must be entered on the *Operations* screen. Items with a "*" are required.

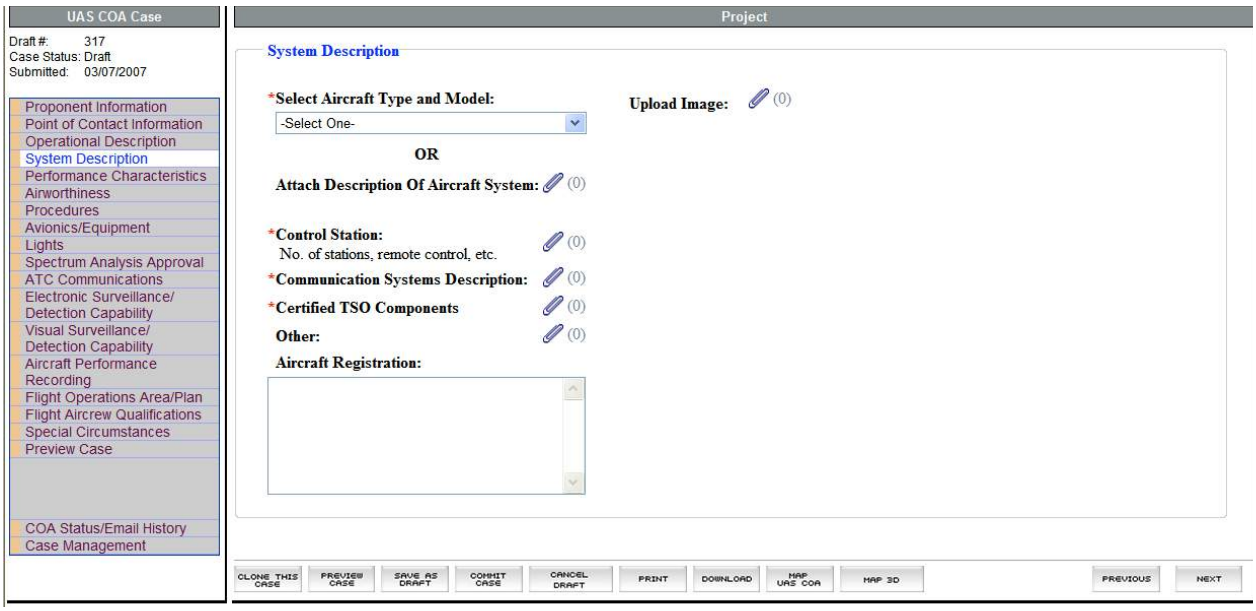
NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.
Table 4-4: Fields to be filled out

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.3 System Description

In this section a description of the System Description is entered into the case record. See below for a sample of the *System Description* section.



Users can provide a description of the Aircraft system in one of two ways:

1. Select Aircraft Type and Model from the drop-down list provided. Administrators see the **COA Maintenance** section below for instructions on how to add or edit Aircraft Types.

OR

2. Attach external documents for each descriptor by selecting the paperclip next to the respective subject.

Description of Aircraft System:
If a user selects on the paperclip next to Description of Aircraft System a pop up window will open allowing the user to browse for the description document. See below:

Confidential and Proprietary © 2015 Federal Aviation Administration.

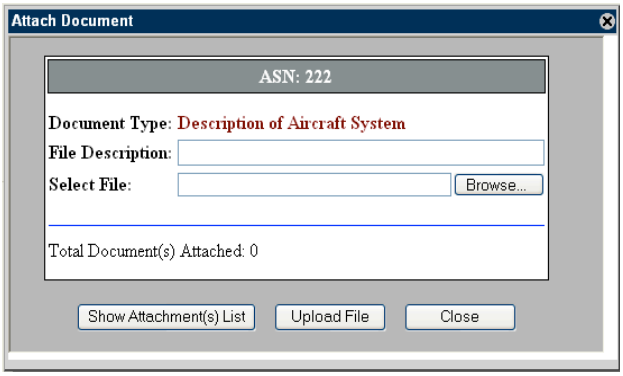


Figure 4-4: Attach Document Pop Up Window

1. Select the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

NOTE: Within any *Attach Document* window users can also view a listing of all documents that have been attached by selecting **[Show Attachment List]**. Once all files have been attached, select **[Close]**.

Control Station:
If a user selects the paperclip next to Control Station a pop up window will open allowing the user to browse for the description document. See below:

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Communication:
If a user selects the paperclip next to Communication a pop up window will open allowing the user to browse for the description document. See below:

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

List Certified Components (TSO):
If a user selects the paperclip next to List Certified Components (TSO) a pop up window will open allowing the user to browse for the description. See below:

Confidential and Proprietary © 2015 Federal Aviation Administration.

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Other:
If a user selects the paperclip next to Other, a pop up window will open, allowing the user to browse for the description document. See below:

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Once the Aircraft System data has been entered, select the **[Next]** button to move on to the next screen and continue with the data entry process.

The table below shows each of the fields that can be/must be entered on the *Aircraft System* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

4.6.4 Performance Characteristics

Performance characteristics are recorded for each aircraft. See below for a sample of the *Performance Characteristics* section:

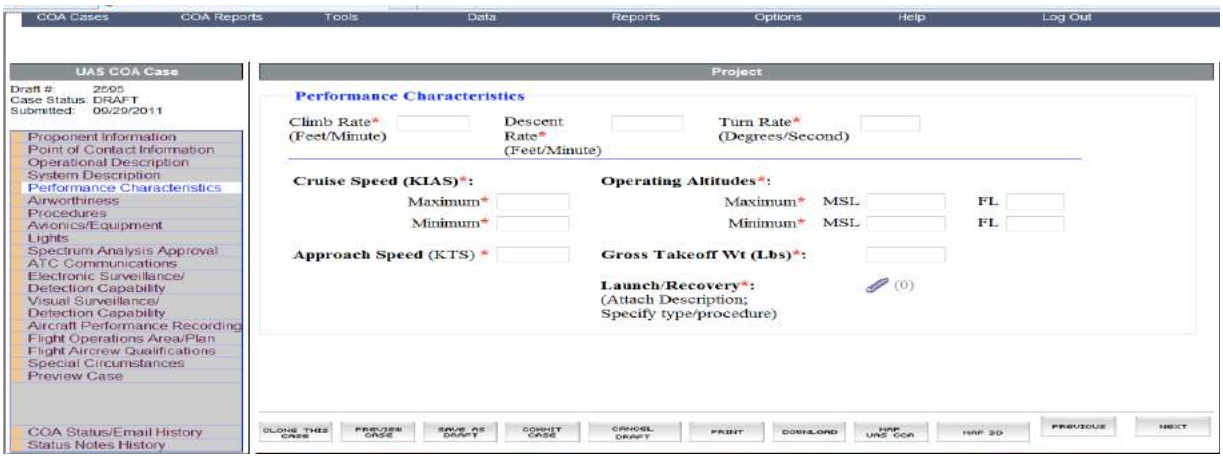


Figure 4-5: Performance Characteristics

Confidential and Proprietary © 2015 Federal Aviation Administration.

The table below shows each of the fields that can be/must be entered on the *Performance Characteristics* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Field	Comment	
Climb Rate (Feet/Minute): *	Max 99,999, cannot be blank	
Descent Rate (Feet/Minute): *	Max 99,999, cannot be blank	
Turn Rate (Degrees/Second): *	Max 359, cannot be blank	
Cruise Speed (KIAS): *	Maximum: *	Max 99,999, cannot be blank
Cruise Speed (KIAS): *	Minimum: *	Max 99,999, cannot be blank
Approach Speed (KTS): *	Max 99,999, cannot be blank	
Operating Altitudes: *	Maximum: MSL *	Max 99,999, cannot be blank
OR		
Operating Altitudes: *	Maximum: FL*	Max 999, cannot be blank
AND		
Operating Altitudes: *	Minimum: MSL *	Max 99,999, cannot be blank
OR		
Operating Altitudes: *	Minimum: FL *	Max 99,999, cannot be blank
Gross Takeoff Wt. (Lbs.): *	Max 999,999, cannot be blank	
Launch Recovery (Attach Description; Specify type/procedure): *	Attach Document	

Table 4-5: Fields to be filled out

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.5 Airworthiness

Users must indicate airworthiness in one of two ways:

- Enter an FAA Type Certificate – Type or paste text up to 3200 characters.
- Attach Statement – If there is no FAA Type Certificate users may attach another document (Public Aircraft Only).
    - Select the paperclip next to **Attach Statement**.
    - Choose **[Browse]** to search for and select document.
    - Select **[Upload]** to attach the document.

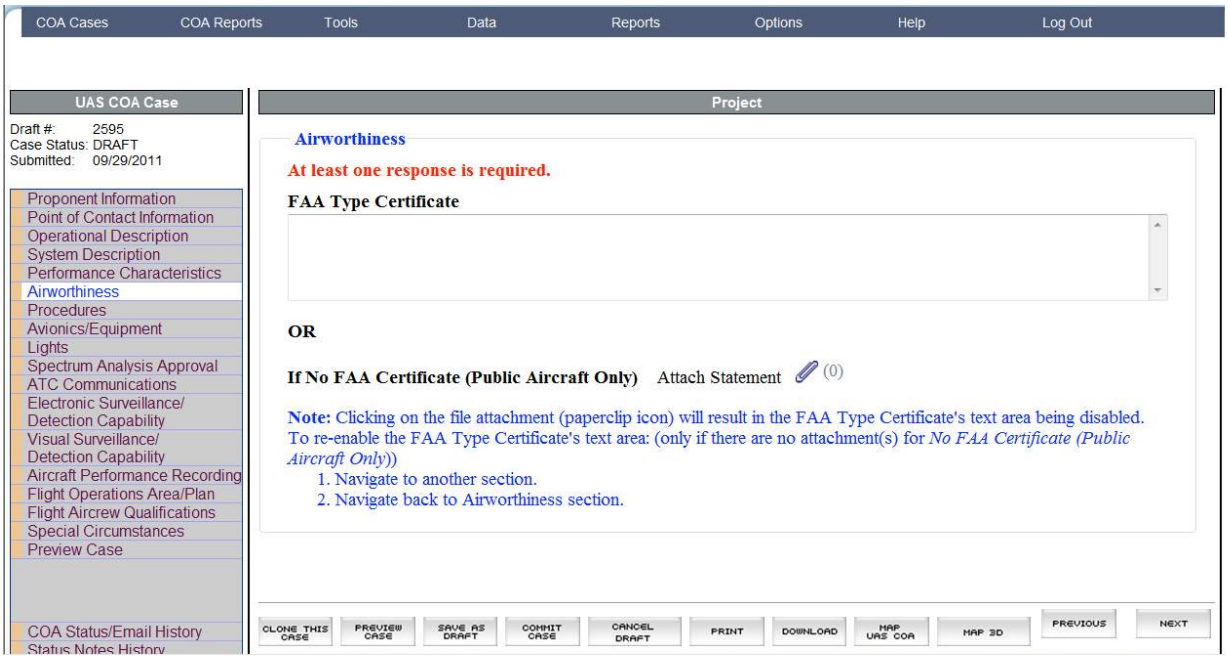


Figure 4-6: Airworthiness - Attachment

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.6 Procedures

Users are able to attach documents for each procedure in the *Procedures* section. To attach a document, select the paperclip next to the respective procedure name. A pop up window will open allowing the user to search for and select the document to attach.

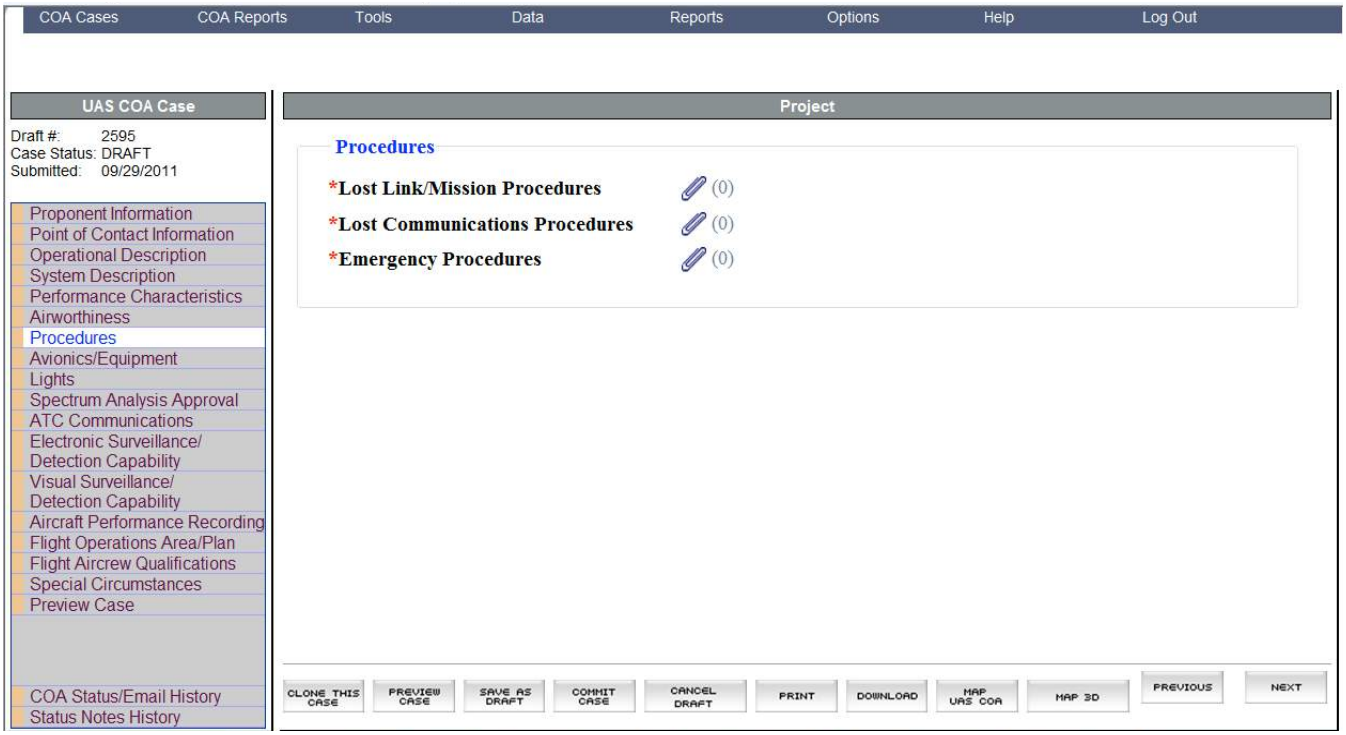


Figure 4-7: Procedures

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.7 Avionics/Equipment

Users can provide information regarding Avionics/Equipment for the case. To view the suffix legend for the **Equipment Suffix Type** drop-down list, select the **[Suffix Legend]** hyperlink.

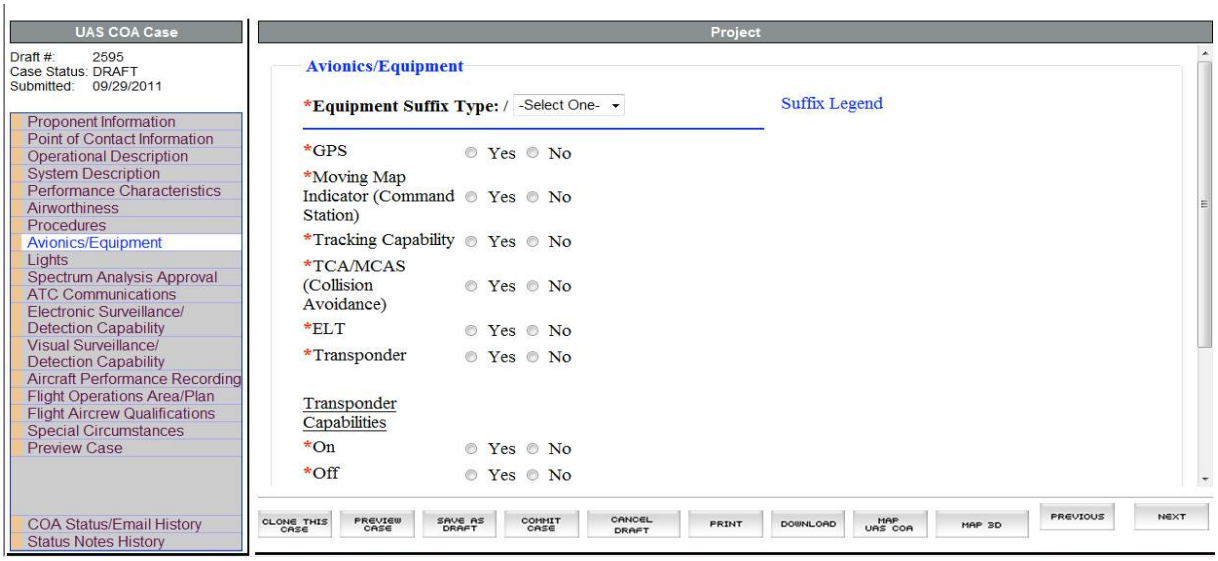


Figure 4-8: Avionics/Equipment

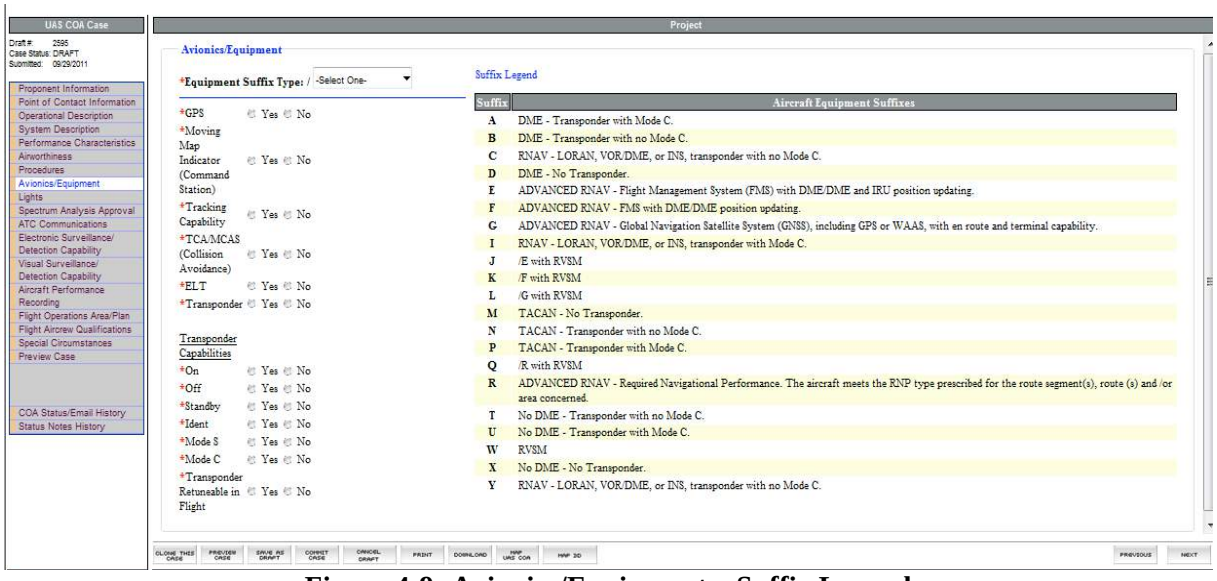


Figure 4-9: Avionics/Equipment – Suffix Legend

The table below shows each of the fields that can be/must be entered on the *Avionics/Equipment* screen. Items with a "*" are required.

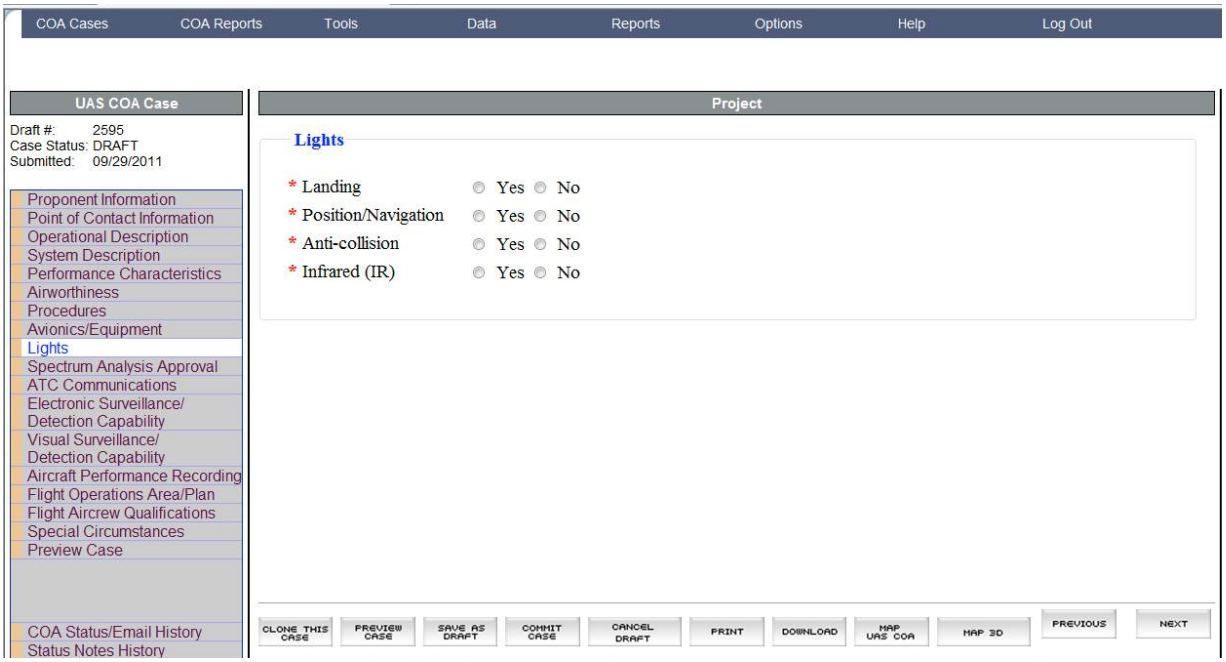
Confidential and Proprietary © 2015 Federal Aviation Administration.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed. Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

4.6.8 Lights

Lighting equipment details are recorded for each aircraft. See below for a sample of the *Lights* section:

Figure 4-10: Lights



The table below shows each of the fields that can be/must be entered on the 'Lights' screen. Items with a "*" are required. Once the case has been moved to 'Committed' status the information cannot be changed.

Table 4-6: Fields To Be filled Out

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.9 Spectrum Analysis Approval

Spectrum analysis details are recorded for each case. See below for a sample of the *Spectrum Analysis Approval* screen:

Figure 4-11: Spectrum Analysis Approval

The table below shows each of the fields that can be/must be entered on the *Spectrum Analysis Approval* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

To attach an approval document, users can select the paperclip next to Attach Approval Document (If Necessary). A pop up window will appear allowing the user to search for and upload a document.

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.10 ATC Communications

ATC Communications data is required for each case. See below for a sample of the *ATC Communications* view.

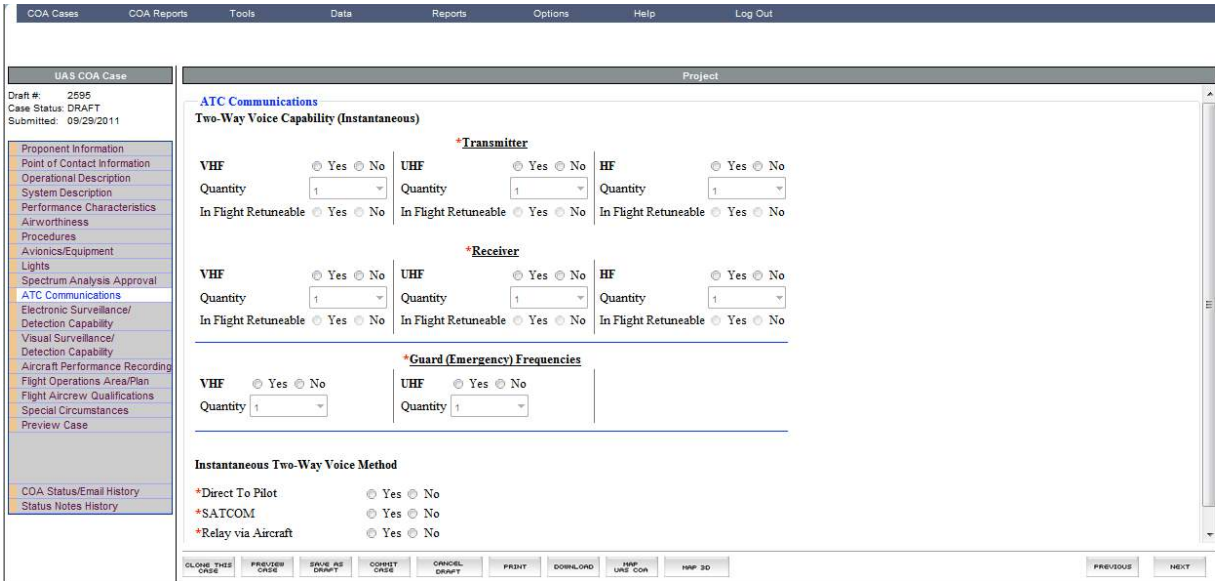


Figure 4-12: ATC Communications

The table below shows each of the fields that can be/must be entered on the *ATC Communications* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.11 Electronic Surveillance/Detection Capability

Required Electronic Surveillance/Detection Capability information for each case is shown below:

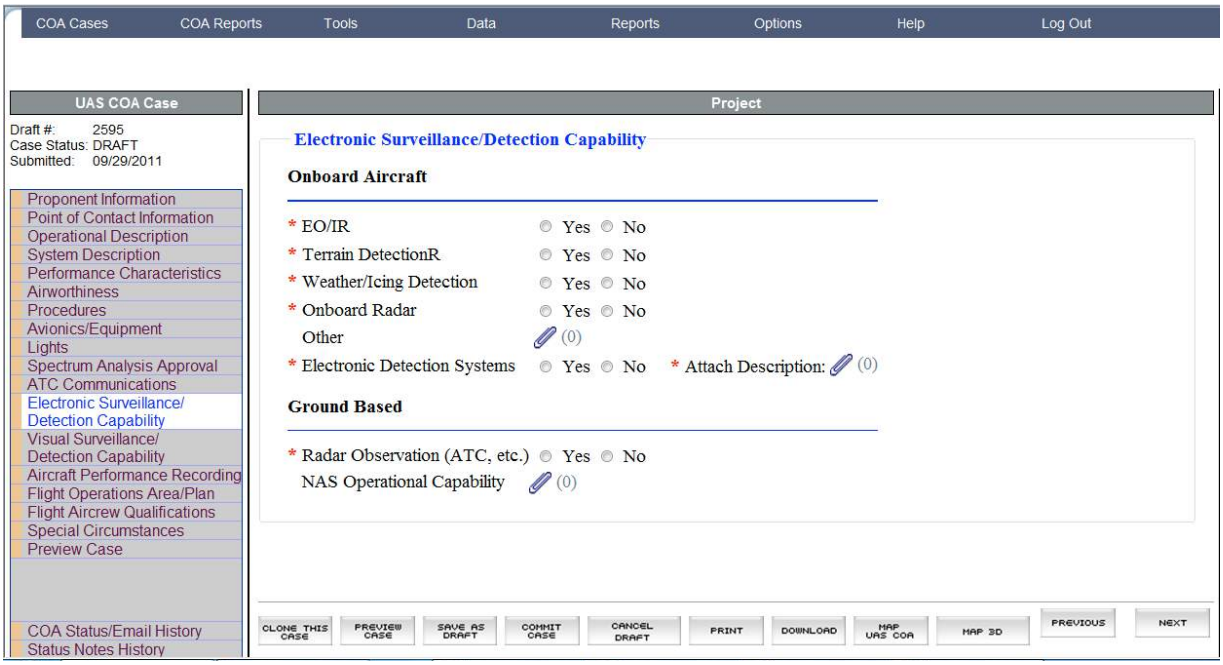


Figure 4-13: Electronic Surveillance/Detection Capability

The table below shows each of the fields that can be/must be entered on the *Electronic Surveillance/Detection Capability* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.12 Visual Surveillance/Detection Capability

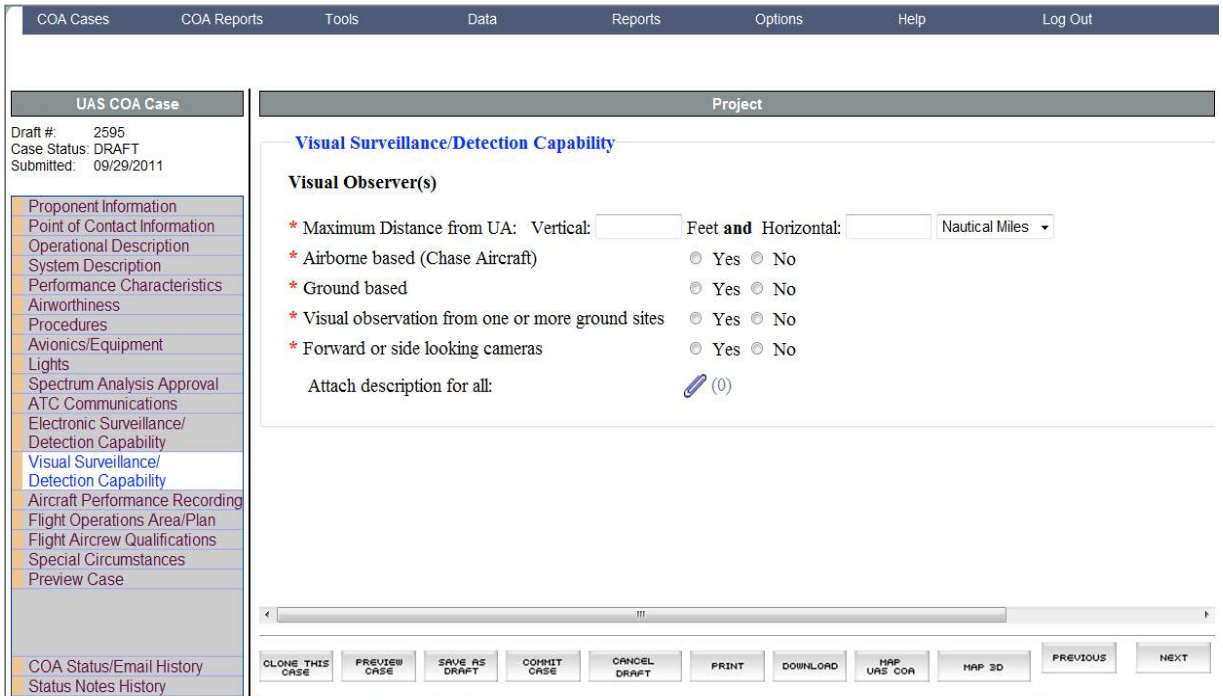


Figure 4-14: Visual Surveillance/Detection Capability

The table below shows each of the fields that can be/must be entered on the *Visual Surveillance/Detection Capability* screen. Items with a "*" are required.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.13 Aircraft Performance Recording

Users can enter Aircraft Performance Recording information using the form shown below:

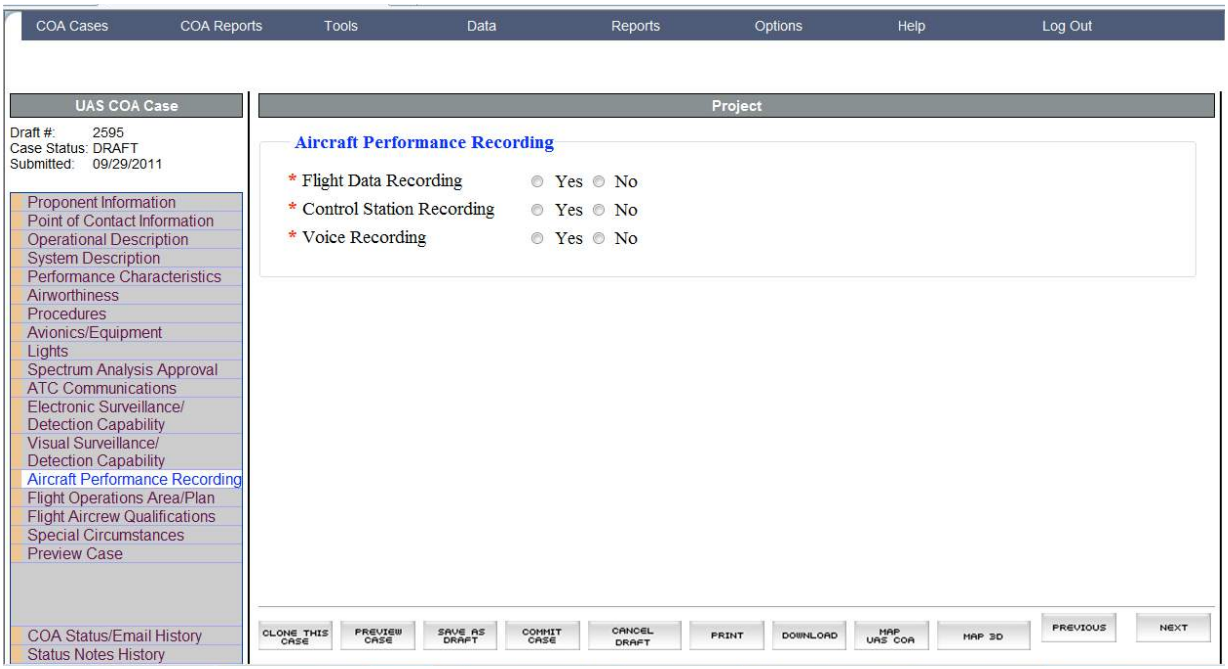


Figure 4-15: Aircraft Performance Recording

The table below shows each of the fields that can be/must be entered on the *Aircraft Performance Recording* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.14 Flight Operations Area/Plan

The *Flight Operations Area/Plan* screen has several buttons which allow users to enter specific information regarding Departure, Arrival, Way Point, SUA and Special Operations.

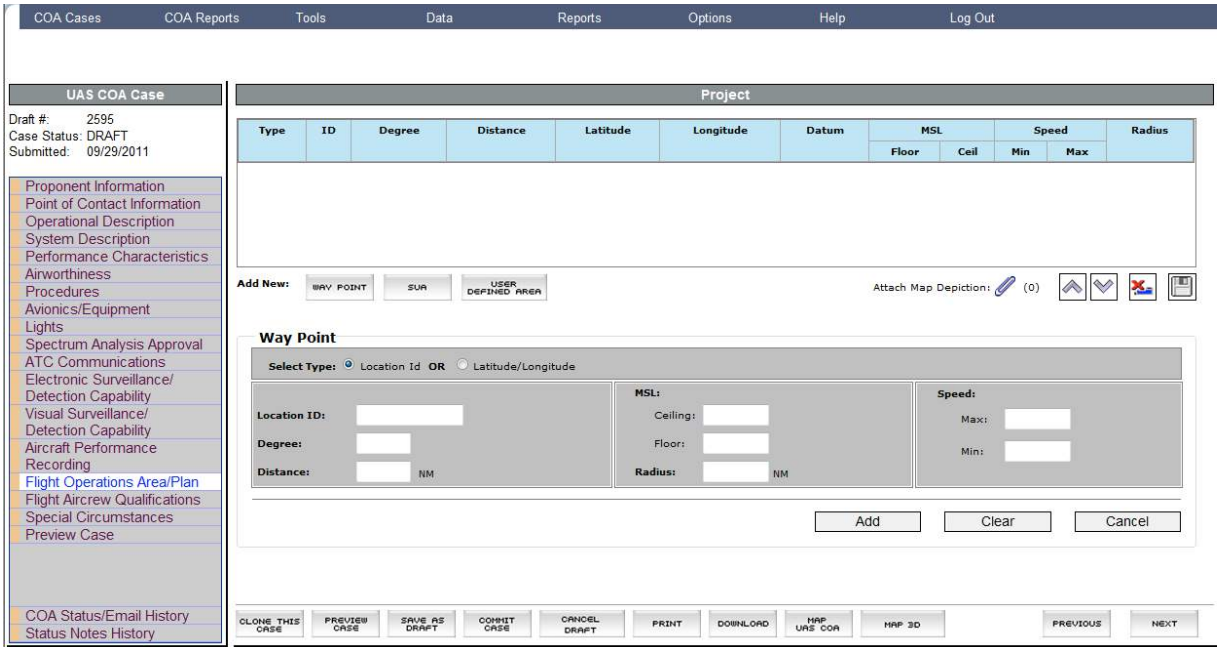
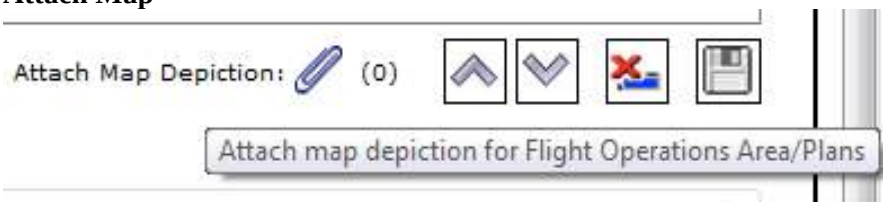


Figure 4-16: Flight Operations Area/Plan

Choose a Flight Operations Area/Plan screen button to select which elements of the plan to enter.

Attach Map



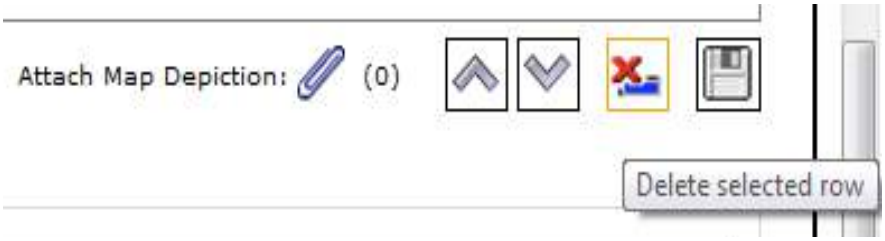
Arrow Up

Confidential and Proprietary © 2015 Federal Aviation Administration.

Arrow Down

Choose a Flight Operations Area/Plan screen button to select which elements of the plan to enter.

Delete Rows



Save Flt Ops Plan

Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.14.1 Way Point

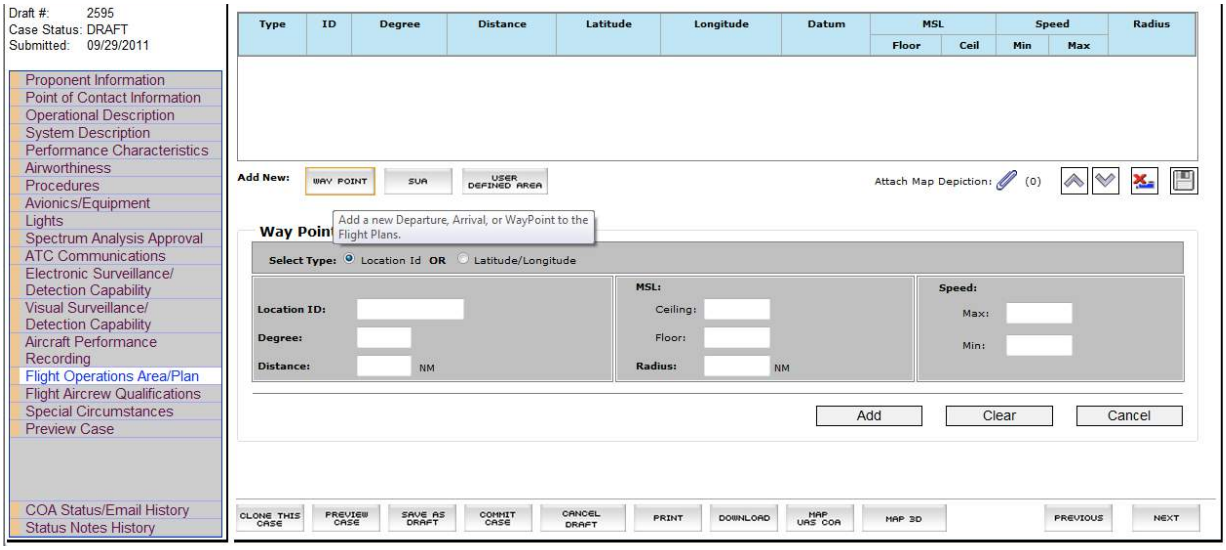


Figure 4-17a: Way Point (Location ID)

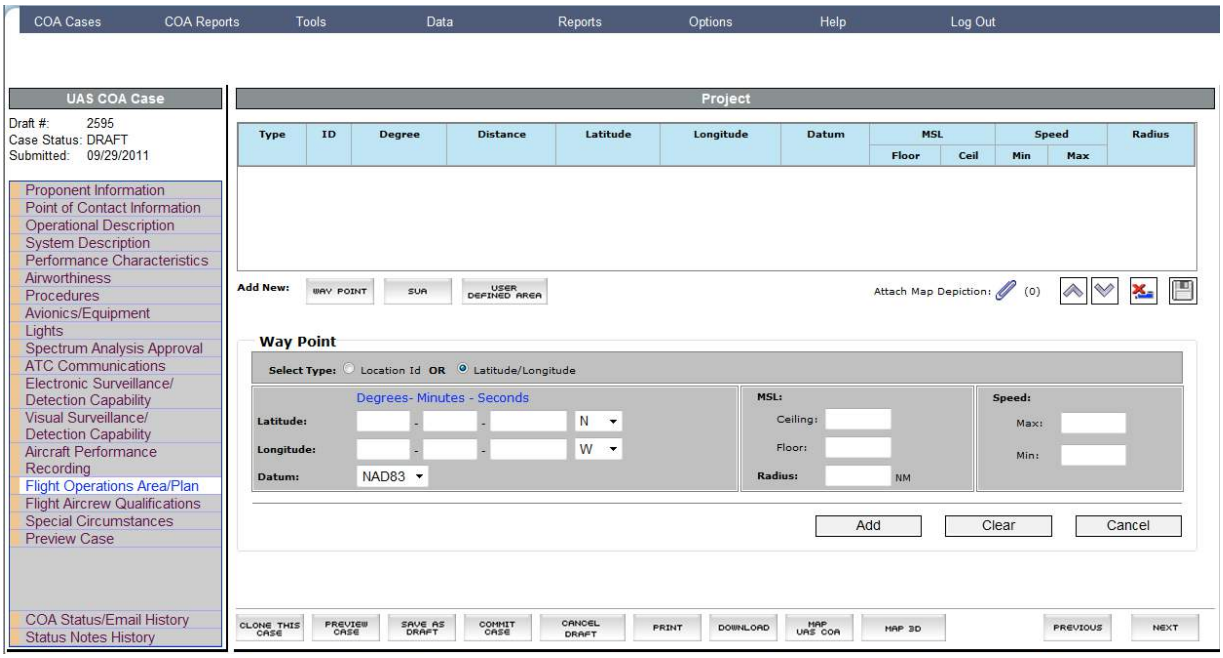


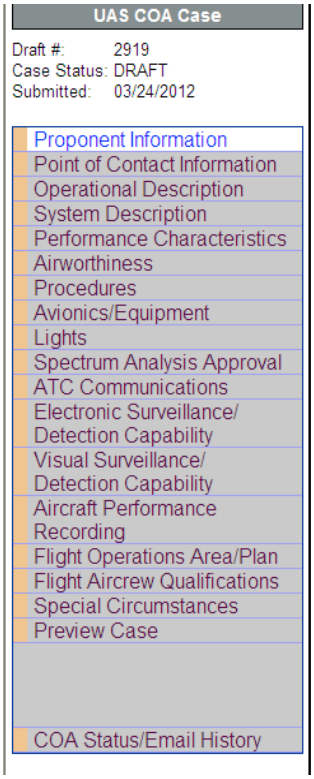
Figure 4-18b: Way Point (Lat/Long)

Confidential and Proprietary © 2015 Federal Aviation Administration.

The table below shows each of the fields that can be/must be entered on the *Way Point* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.



Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.14.2 SUA

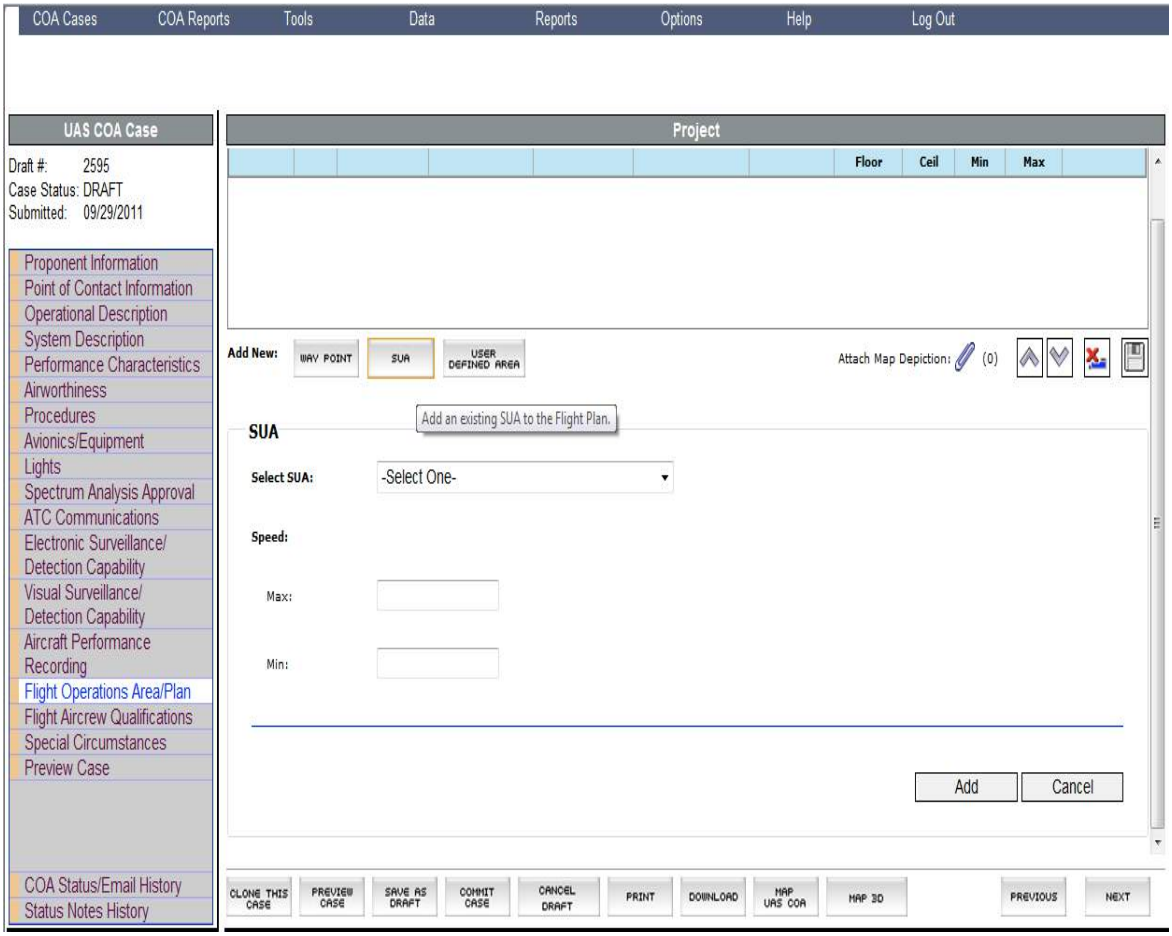


Figure 4-19: SUA

The table below shows each of the fields that can be/must be entered on the *SUA* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.14.3 User Defined Area

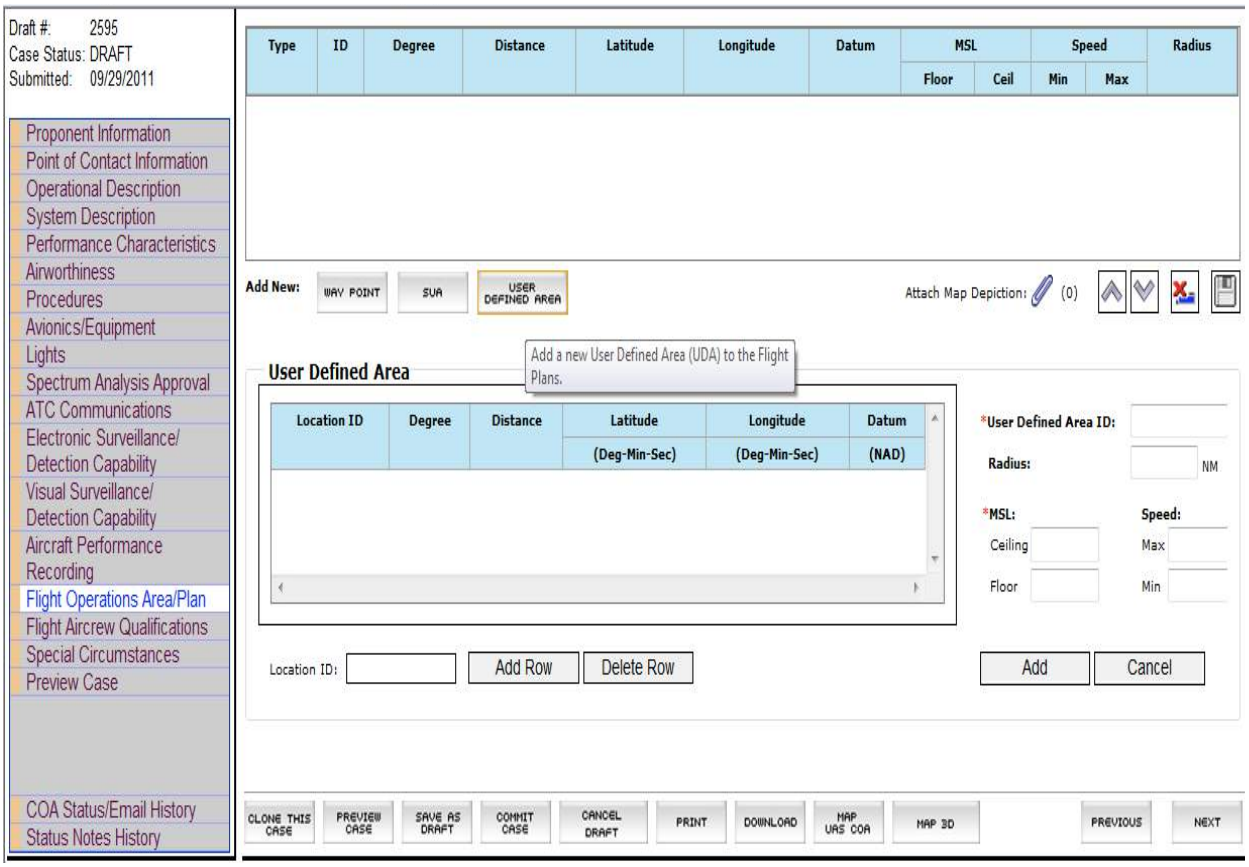


Figure 4-20: User Defined Area

The table below shows each of the fields that can be/must be entered on the *Special Operations* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Confidential and Proprietary © 2015 Federal Aviation Administration.

Once all of the information for the Flight Operation Area/Plan has been entered, the user can Attach a Map or select individual elements (Departure, Arrival, etc.) and move them up or down using the Up and Down arrows . You may also delete a selected row or Submit the Flight Operations Area/Plan by selecting this icon .
Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

4.6.15 Flight Aircrew Qualifications

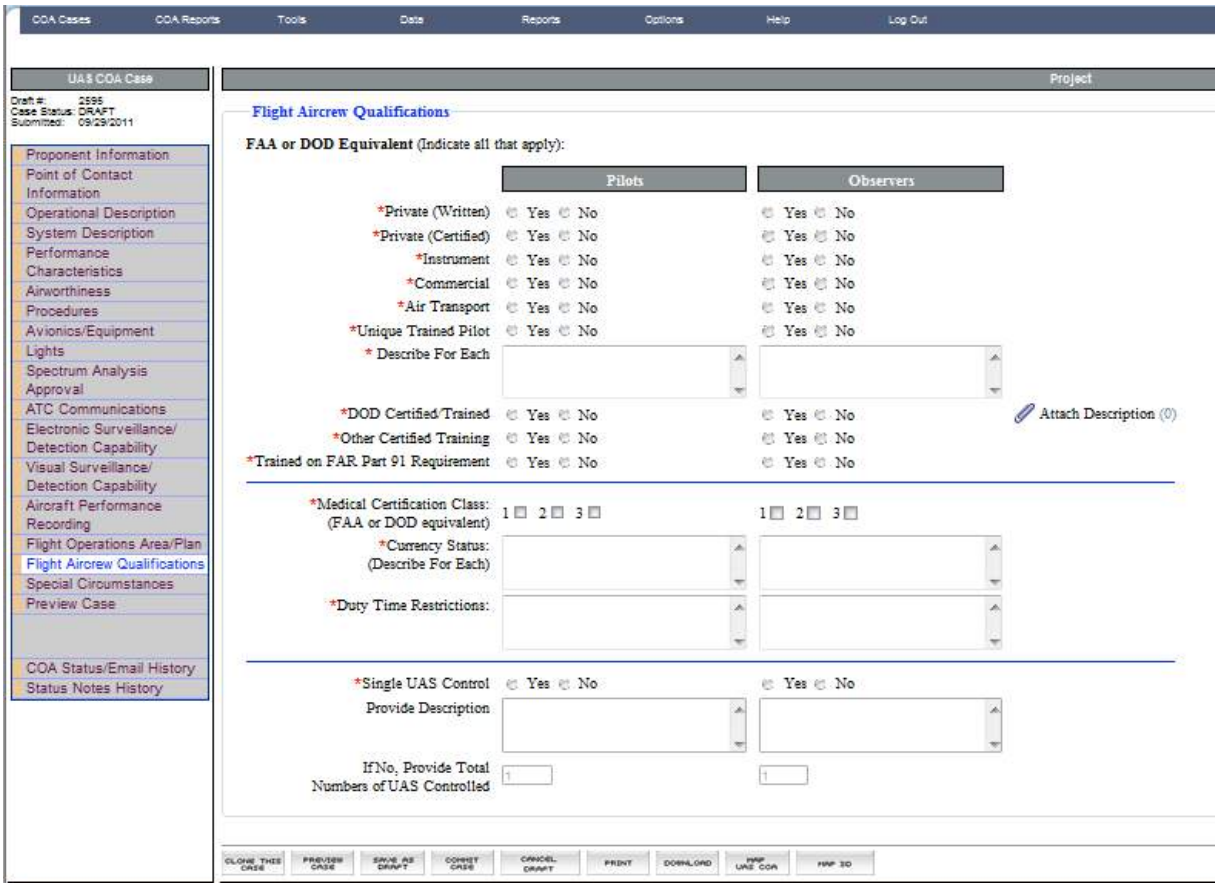


Figure 4-21: Flight Aircrew Qualifications

The table below shows each of the fields that can be/must be entered on the *Flight Aircrew Qualifications* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.
Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.16 Special Circumstances Screen

Users can enter special circumstances for the case using the form depicted below. Users may type or paste text only with a maximum of 3200 characters.

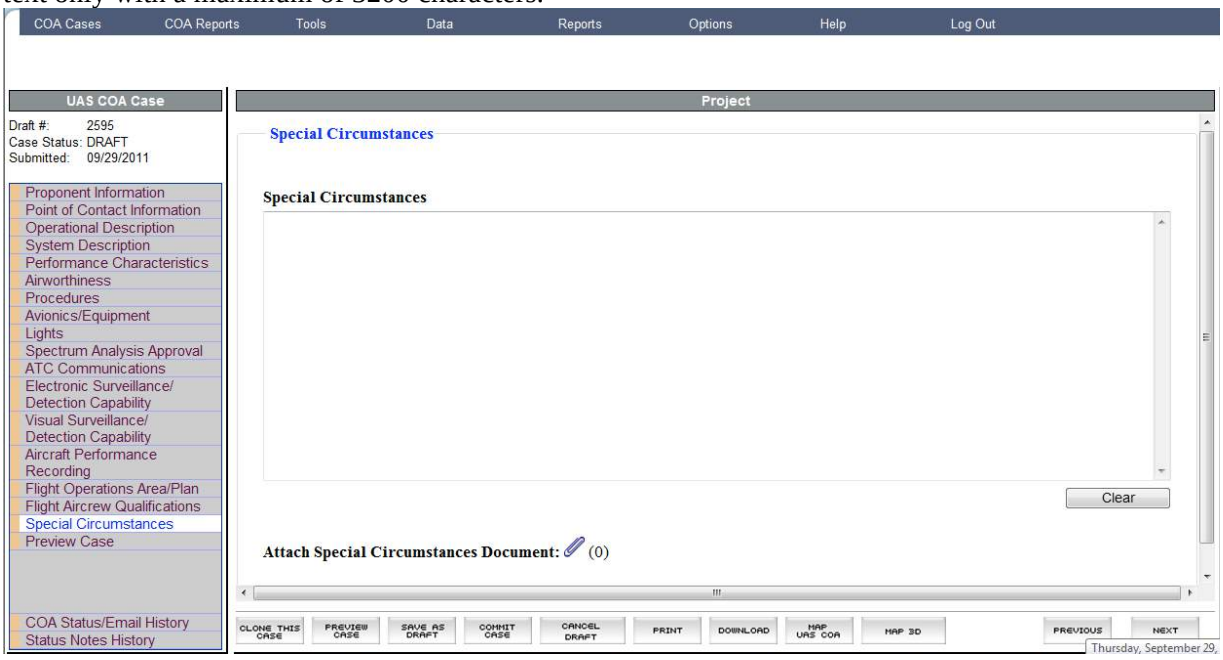


Figure 4-22: Adding Special Circumstances

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.6.17 Preview Case

Before committing the case, users are able preview the data. All entries completed by the user on the previous pages will be populated on this page. A red X indicates an error or omission that must be resolved before committing the case. A sample of the *Preview Case* screen is shown below: Draft Case (not yet Committed to the FAA).

Print, Download, and MapIt 3D buttons are located at the bottom of case screens. The Print button will print the entire page not just the visible screen. The Download button downloads all of the case data into a comma separated value format, and all attached documents (optional) into a zip file. The MapIt 3D button will launch Google Earth (if installed) with your selected layers and plot the point on the map. Status Notes History is available to all users.

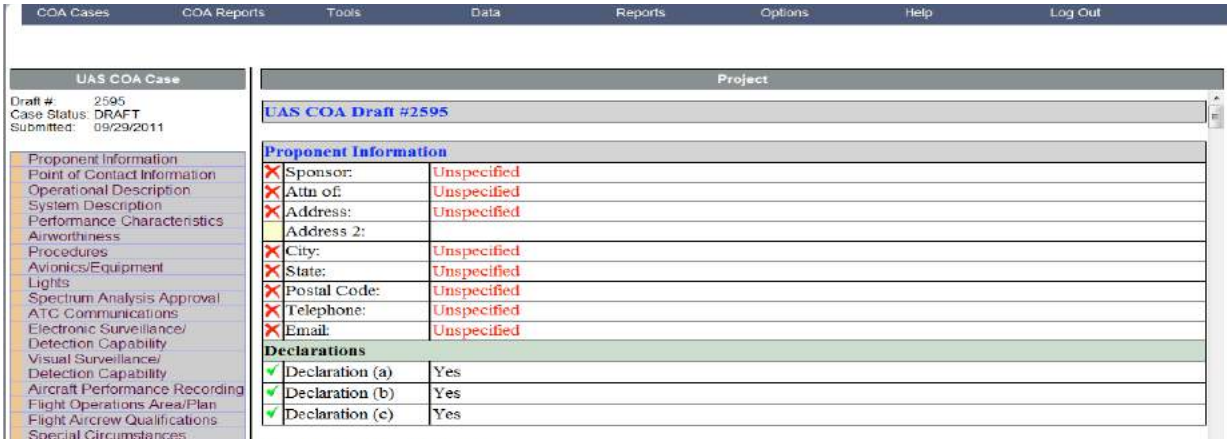
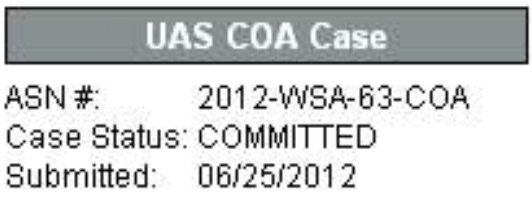


Figure 4-23: Preview Case

If all of the information on the *Preview Case* page is correct and there are no red X's on the page the user can then chose the **[Commit Case]** button. Once the case has been moved to 'Committed' status the information cannot be changed.



On the **Preview Case** screen, COA users can quickly view **approval (effective/expiration) or extension dates** under the UAS COA ASN number at the top of the **Preview Case screen** of the COA application. The most current approval or extension dates will be listed immediately beneath the COA number.

Confidential and Proprietary © 2015 Federal Aviation Administration.

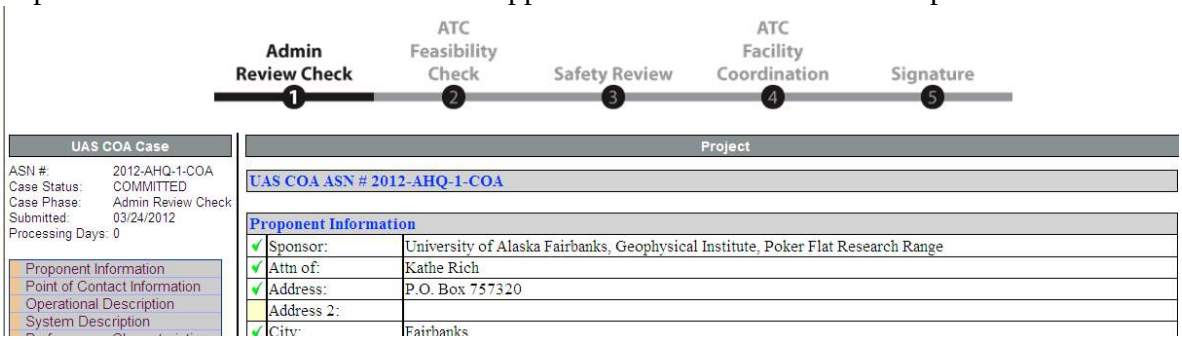
4.7 COA Application Process Flow

COA Application Process Flow

A graphical representation of Certificate of Authorization (COA) status is available to all COA users. This process visualization depicts the COA process flow, showing the five phases for a standard COA and DoD MOA Class D Notifications, or the four phases for Renewal COAs. The process graphic is displayed across the top of the COA application screen and serves as a depiction of where a COA application is in the authorization process. A graphical display is not applicable for DoD, NASA, NOAA, DOI or FBI Class G Notifications.

The process visualization depicts the COA process flow showing the five phases for a standard COA and DoD MOA Class D Notifications or the four phases for Renewal COAs.

The process graphic displays across the top of the COA application screen and serve as a depiction of where a committed COA application is in the authorization process.



Note: Graphical display is not applicable to DoD, NASA, NOAA, DOI or FBI Class G Notifications.

- The graphic depicts the COA, DoD MOA Class D Notifications or Renewal process with:
  1. Previous phase(s) already completed (if any)
  2. Current phase the COA is in
  3. Remaining phases to be completed for the COA to be approved.

As an Example, if a COA has already completed Phase 1, the graphic displays Phase 1 as completed (dark shade by Admin Review Check), Phase 2 as being the phase in progress (light shade), and Phases 3-5 (or 3-4 as applicable) still to be completed (medium shade).

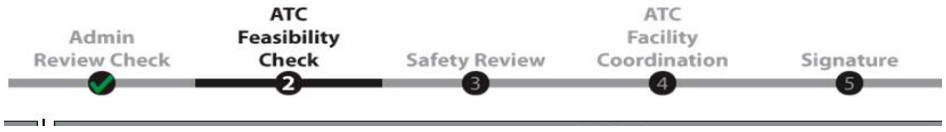
Confidential and Proprietary © 2015 Federal Aviation Administration.

Five Phases of a "Standard" COA or DoD MOA Class D Notifications workflow

Admin Review Check

1.

ATC Feasibility Check

2. 

Safety Review

3.

ATC Facility Coordination

4.

Signature

5.

COA and DoD MOA Class D Notifications Phases Complete

Confidential and Proprietary © 2015 Federal Aviation Administration.

Four Phases of COA Renewal

Admin Review Check

1.

ATC Facility Coordination

2.

Safety Review

3.

Signature

4.

Renewal Phases Complete

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.8 COA Reports

COA users have a section within the UAS COA Online for COA Reports. This section, COA Reports, is accessed via the portal page (COA Reports) and Tier 1 menu bar. The Tier-1 (blue) menu bar contains a drop-down to display the reports available. A user that has a COA division assigned can access the reports.

Three COA Report form templates are available under this COA Reports; Initial Accident, Initial Incident and Monthly Operational reports. All the fields in all of these forms are mandatory. Initial Accident and Initial Incident forms are expected to be submitted within 60 business days of an accident/incident. Monthly Operational form is expected to be filled with in 5 business days after end of reporting month. When a form is complete, an email report is sent to the user.

Active status COAs ('APPROVED', 'APPROVED_EXT', 'APPROVED_RESUMED') and COAs that expire or are cancelled plus 60 business days after the expiration or cancellation date can be submitted to FAA-ATO-HQ. Safety reports cannot be submitted for Suspended UAS COAs.

Based on COA number, COA On-Line auto-populates data into COA safety reports. A button is located next to the COA number field of each report type. With a COA number in the field, then clicking the button, the system will validate the COA Number and if valid - auto populates specific data from the entered COA number into the applicable safety report. Below are the data fields that can be populated with this feature:

- Incident and Accident reports:
  - COA Number
  - Proponent (sponsor name)
  - Aircraft
  - Contact
- Monthly Operational reports:
  - COA Number
  - Proponent (sponsor name)
  - Aircraft

The system-populated data shown above is editable.

Safety reports cannot be submitted with "Other" or Unspecified" used in the Type Aircraft field. The "System Information", "Type Aircraft" field requires aircraft make/model /series.

Safety reports require the entry of the entire UAS COA Test Site ASN for quick identification in safety report email notifications (i.e. 2015-CSA-10-COA-TS or 2015-CSA-20-COA-R-TS).

Confidential and Proprietary © 2015 Federal Aviation Administration.

The **Initial Accident** Report:

To be submitted within 60 business days of an accident

Date of Accident
Time of Accident
COA # (2015-CSA-12-COA)
Proponent (DHS/CBP; University of Arizona)
Contact

System Information

Type Aircraft:* (Make / Model / Series)
Aircraft Location at Time of Accident:*
General Location
Latitude
Longitude
Altitude
MSL/AGL
Ground Control Station Type
Ground Control Station Location at Time of Accident

General Flight/Mission Description

Flight # on Day of Accident
Flight Duration (total # of minutes in numeric)
Total Time/Number of Flights on Aircraft at Time of Accident
Flight Crew Information (Crew positions involved)
Flight Details

- Class of Airspace
- Phase of flight
- LRE / MCE Control: Line-of-Sight / Beyond Line-of-Sight
- ATC Communication: Line-of-Sight
- Purpose of flight
- VMC / IMC
- VFR / IFR
- Weather

Additional Info / Comments
Description of Accident

Damage and Fix Action

Damages and Injuries:*
Immediate Fix Action(s):*
Investigation Plan:*

Confidential and Proprietary © 2015 Federal Aviation Administration.

The Initial Incident Report

To be submitted within 60 business days of an accident

Date of Accident
Time of Accident
COA # (2015-CSA-12-COA)
Proponent (DHS/CBP; University of Arizona)
Contact

System Information

Deviations from ATC clearance and/or Letters of Agreement/Procedures

Type of Deviation (Altitude increase / decrease, assigned routing deviation, etc. Also, include the magnitude of the deviation (# of feet).)
Description

Lost Control Link Events

Control Link Involved

- Line-of-Sight or Beyond Line-of-Sight
- Ku band, C-band, etc.
- Uplink, Downlink, Both

Description

Unusual Equipment Malfunctions

Description
Malfunction

- Navigation System Failures
- Aborted takeoff or landing due to system failure
- Takeoff or Landing damage to airframe
- Fires - aircraft or control station
- Control station - infrastructure failure
- Control station - Environmental system
- Control station - Electrical power
- Control station - Software lock-up
- Control station - Display failures
- Control station - Flight cont. sys failures
- Attitude, airspeed, altitude, heading indication
- Input devices; stick, mouse, Keyboard
- Engine failure in flight
- Engine shutdown in flight
- Engine overspeed or control failure
- Fuel system failure
- Electrical system failure

Confidential and Proprietary © 2015 Federal Aviation Administration.

- Uncommanded landing gear extension or retraction
- Brake system failure
- Significant primary structural defect OR autogenous
- Structure requires major repair due to damage
- Major airframe cracks or deformation
- Abnormal vibration or buffeting
- Failure, malfunction or defect - endanger operation
- Other - Use description as above

Aircraft Collisions
Description (Include collision with other aircraft, persons, terrain / water, wildlife and other objects.)

Deviations from any provision contained in the COA
Description (Includes all other deviations from provisions in the COA not encompassed previously in this report.)

Damage and Fix Action
Damages and Injuries
Immediate Fix Action(s)
Long-term Action Plan
Additional Info / Comments

Confidential and Proprietary © 2015 Federal Aviation Administration.

The **Monthly Operational** Report

Due within 5 business days after end of reporting month

Month/Year
COA # (2015-CSA-12-COA)
Proponent (DHS/CBP; University of Arizona)
Type Aircraft (Make / Model / Series)
Total Number of Flights Conducted
Total Aircraft Operational Hours
Total Ground Control Station Operational Hours (Include LRE operations)
For Each Flight:
Date
Flight Number (for that day)

- Aircraft Operational Hours
- GCS Operational Hours
- Pilot Duty Time per PIC

Example:
09/13/2011:
Flt. 1; 2.0hrs; 3.0hrs; 0.8hrs PIC1, 1.5hrs PIC2
Flt. 2; 4.0hrs; 5.0hrs; 1.8hrs PIC1, 2.7hrs PIC2
Flt. 3; 6.0hrs; 7.0hrs; 2.8hrs PIC1, 3.7hrs PIC2

Total # of Deviations from ATC instructions and/or Letters of Agreement / Procedures
Total # of Loss of Communication events (with either observer or ATC)
Total duration of Loss of Communication events (with either observer or ATC)
Total # of Lost Link events (per aircraft per flight)

- Control
- Aircraft performance
- Health monitoring
- Communications

Total duration of Lost Link events
Number and duration of Loss of Communication (with either observer or ATC)

- Lost Link Events
  - List the date
  - Event type
  - Duration for each event

  Example:
  09/13/2011; Lost Link; 1min 45sec
  09/13/2011; Lost Link; 2min 11sec
  09/27/2011; Loss of ATC Comm.; 44sec

Total # of Equipment Malfunctions
(Hardware/software affecting either the aircraft or the ground control station.)
Describe any other Operational / Coordination issues

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.9 Class G Notifications

COA process for DoD COA users: A specific section within the UAS COA Online system to allow the processing of DoD Class G Notifications. This section," DoD Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "DoD Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, DoD users are able to navigate to create new Class G Notifications, Search - DoD Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "DoD Class G Notifications".

COA process for NASA COA users: A specific section within the UAS COA Online system to allow the processing of NASA Class G Notifications. This section," NASA Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "NASA Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, NASA users are able to navigate to create new Class G Notifications, Search - NASA Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "NASA Class G Notifications".

COA process for NOAA COA users: A specific section within the UAS COA Online system to allow the processing of NOAA Class G Notifications. This section," NOAA Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "NOAA Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, NOAA users are able to navigate to create new Class G Notifications, Search - NOAA Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "NOAA Class G Notifications".

COA process for DOI COA users: A specific section within the UAS COA Online system to allow the processing of DOI Class G Notifications. This section," DOI Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "DOI Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, DOI users are able to navigate to create new Class G Notifications, Search - DOI Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "DOI Class G Notifications".

COA process for FBI COA users: A specific section within the UAS COA Online system to allow the processing of FBI Class G Notifications. This section," FBI Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-

Confidential and Proprietary © 2015 Federal Aviation Administration.

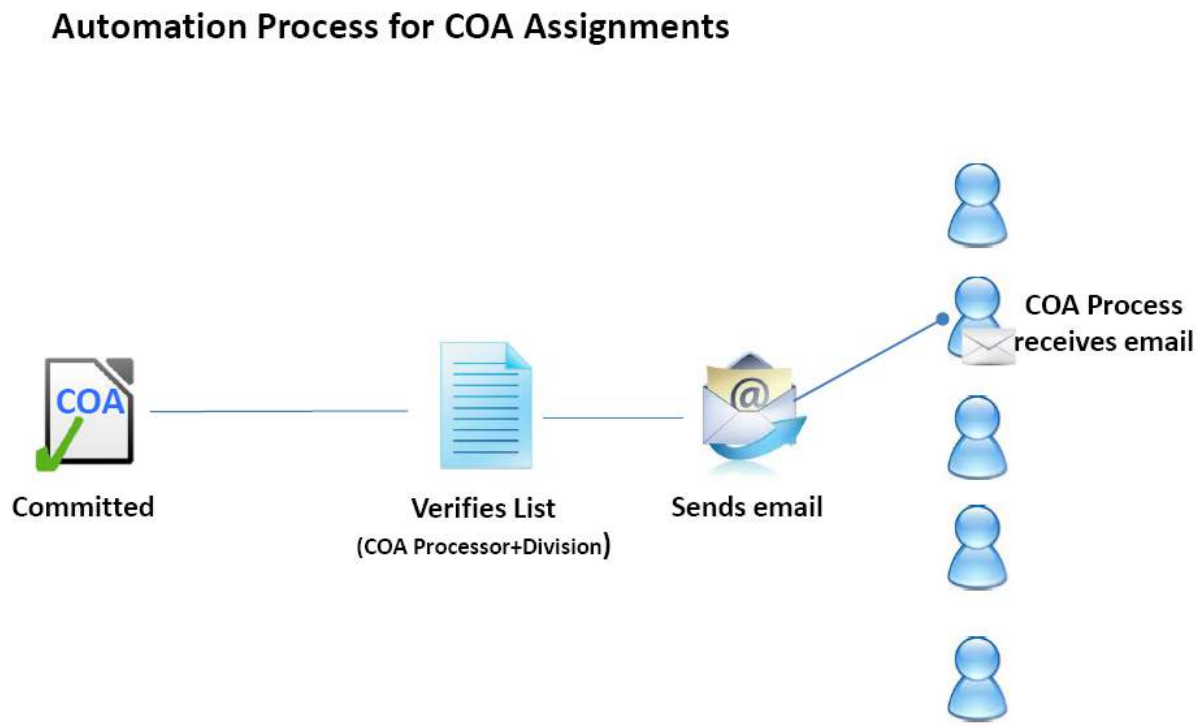
down labeled “Notifications” to display “FBI Class G Notifications” in Draft, Active and Archived status. Via the links in the “Notifications” drop-down, FBI users are able to navigate to create new Class G Notifications, Search - FBI Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under “FBI Class G Notifications”.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.10 FAA-ATO-HQ Functions

4.10.1 COA Case Assignment to COA processors (FAA-ATO-HQ)

When a COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications case is Committed, the case is assign to the appropriate COA processor and displayed on the processor's COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications Cases – My Assignment (Assigned Work) screen for review.



The COA On-Line system sends an email notification to the applicable COA processor informing that they've been assigned a COA.

Note: Authorized FAA-ATO-HQ users have the permission to manually reassign COAs to other processors as applicable. There's no manual functionality to reassign Class D or G Notifications.

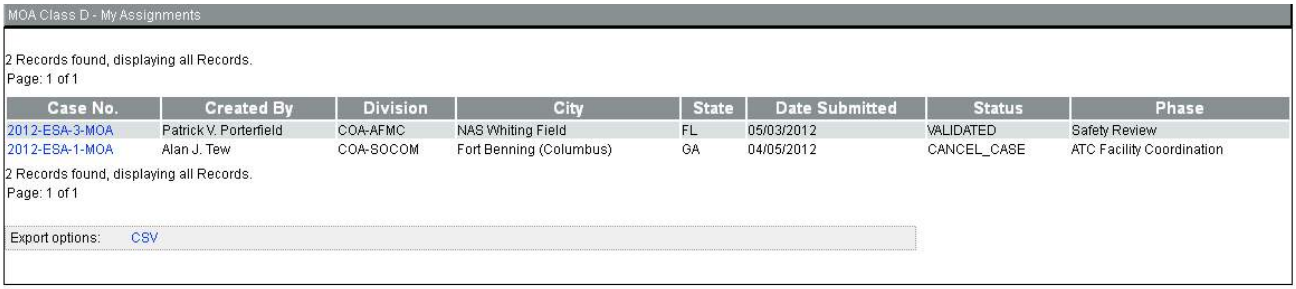
COA Case Assignment - From the COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications – My Assignment screens, COA processors (FAA-

Confidential and Proprietary © 2015 Federal Aviation Administration.

ATO-HQ) can view all cases requiring their attention and more efficiently manage their workflow. COA processors can filter assigned work by division using the "Division" drop-down located on "My Assignment screens.

User Assignment Screen for COA Processors.

User Assignment Screen for DoD MOA Class D Notifications Processors.



User Assignment Screen for DoD, NASA, NOAA, DOI or FBI Class G Notifications Processors.

The My Assignment screens are viewable only by the applicable assigned processor within FAA-ATO-HQ. The My Assignment screen is not visible to non FAA-ATO-HQ users.

Confidential and Proprietary © 2015 Federal Aviation Administration.

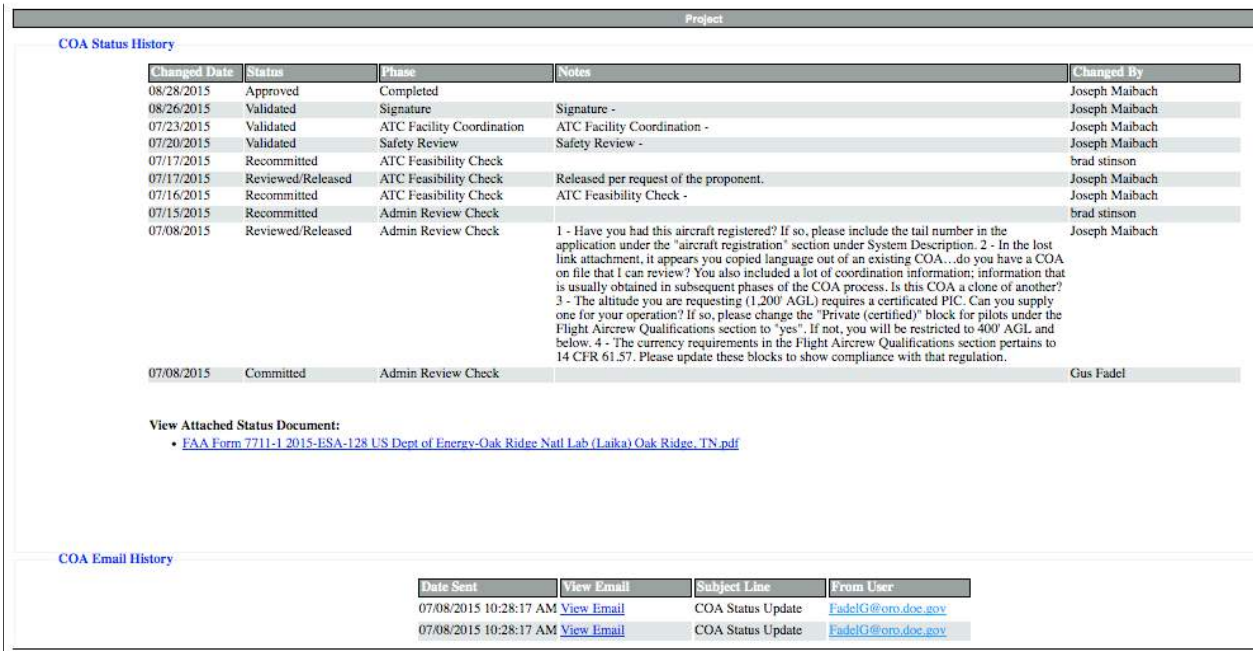
The COA Cases – My Assignment screen displays the following data fields:

- Zip Case Checkbox (COA only)
- ASN Case Number
- Created By (Processor)
- COA Division
- City
- State
- Date Submitted
- Status
- Phase (COA & DoD MOA Class D Notification only)

The screen has two export options:

- Export case data into a zip file; download selected COA case (COA only).
- Export option CSV – export COA Cases – My Assignment screen list to CSV format (COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications).

COA /DoD MOA Class D Notifications Status/Email History, DoD, NASA, NOAA, DOI or FBI Class G Notifications Status History / screens streamline the display of COA information for processors.



Project

COA Status History

Changed Date	Status	Phase	Notes	Changed By
08/28/2015	Approved	Completed		Joseph Maibach
08/26/2015	Validated	Signature	Signature -	Joseph Maibach
07/23/2015	Validated	ATC Facility Coordination	ATC Facility Coordination -	Joseph Maibach
07/20/2015	Validated	Safety Review	Safety Review -	Joseph Maibach
07/17/2015	Recommitted	ATC Feasibility Check		brad stinson
07/17/2015	Reviewed/Released	ATC Feasibility Check	Released per request of the proponent.	Joseph Maibach
07/16/2015	Recommitted	ATC Feasibility Check	ATC Feasibility Check -	Joseph Maibach
07/15/2015	Recommitted	Admin Review Check		brad stinson
07/08/2015	Reviewed/Released	Admin Review Check	1 - Have you had this aircraft registered? If so, please include the tail number in the application under the "aircraft registration" section under System Description. 2 - In the lost link attachment, it appears you copied language out of an existing COA…do you have a COA on file that I can review? You also included a lot of coordination information; information that is usually obtained in subsequent phases of the COA process. Is this COA a clone of another? 3 - The altitude you are requesting (1,200' AGL) requires a certificated PIC. Can you supply one for your operation? If so, please change the "Private (certified)" block for pilots under the Flight Aircrew Qualifications section to "yes". If not, you will be restricted to 400' AGL and below. 4 - The currency requirements in the Flight Aircrew Qualifications section pertains to 14 CFR 61.57. Please update these blocks to show compliance with that regulation.	Joseph Maibach
07/08/2015	Committed	Admin Review Check		Gus Fadel

View Attached Status Document:

- FAA Form 7711-1 2015-ESA-128 US Dept of Energy-Oak Ridge Natl Lab (Laika) Oak Ridge, TN.pdf

COA Email History

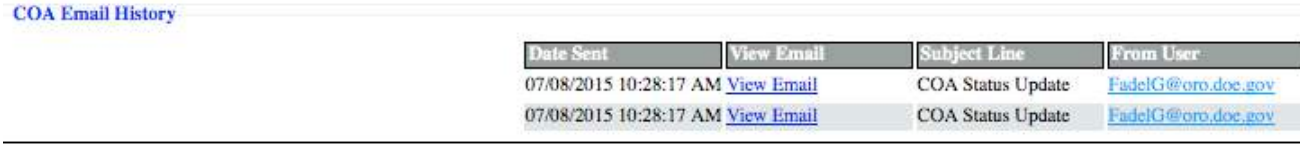
Date Sent	View Email	Subject Line	From User
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doe.gov
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doe.gov

Confidential and Proprietary © 2015 Federal Aviation Administration.

The **Status History** section of the Status/Email screen contain:

- Change Date (Status and Phase)
- Status (Current)
- Phase (Current)
- Notes
- Changed By (COA Processor)

COA / DoD MOA Class D Notifications **Email History**, DoD, NASA, NOAA, DOI or FBI Class G Notifications **Status History** screen.



COA Email History

Date Sent	View Email	Subject Line	From User
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doe.gov
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doe.gov

All COA On-Line **e-mail notifications** include sending email notifications, approvals, approval extensions and cancellation email notifications for COA, DoD MOA Class D Notifications and DoD, NASA, NOAA, DOI or FBI Class G Notifications. These emails are saved and viewable in the **COA Email History** section of the **COA Status/Email History** screen.

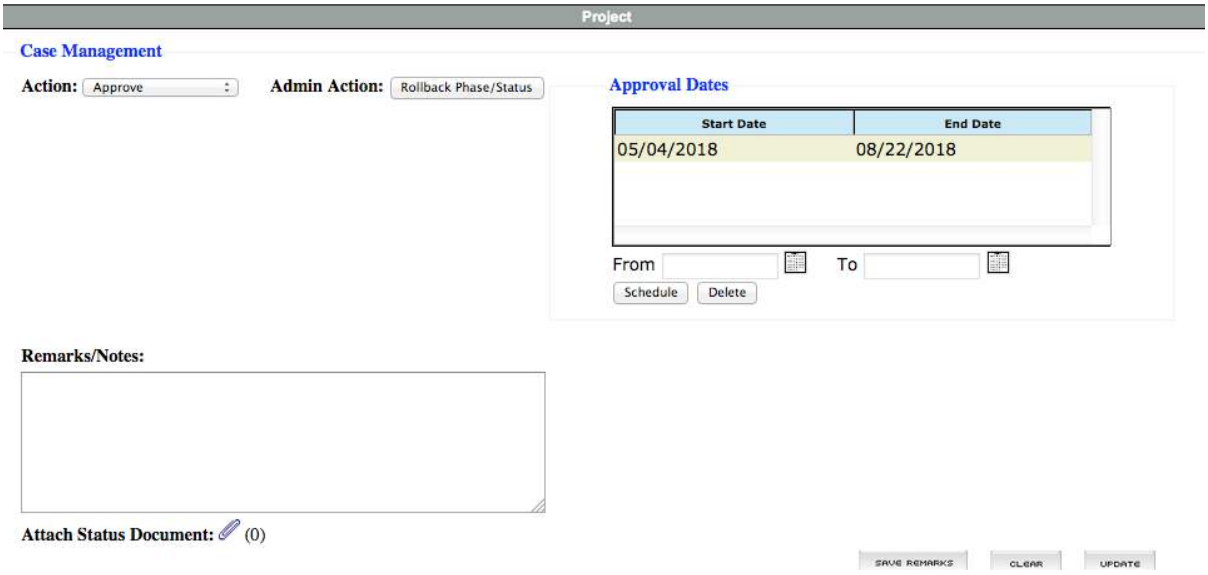
The **Email History** section of the Status/Email screen contains:

- Date Sent
- View Email
- Subject Line
- From User

Case management functionality allows FAA-ATO-HQ users the ability to **add notes** to the history section of a COA without having to select a case management action. COA processors also have the ability to add notes/remarks when changing COA status.

On the UAS COA Case Management screen, HQ FAA users can add Approval dates and may attach PDF and Word documents to the selected COA Case.

Confidential and Proprietary © 2015 Federal Aviation Administration.



UAS COA Cases that have passed all effective Approval dates will Auto-archive. Their status will become expired the day following the last Approved Date and can be found under the COA Cases - Archived page.

- Email Notifications are sent to all COA processors regarding cases in their Divisions.
- The Area Of Responsibility (AOR) permission(s) of COA users can be further defined by County Assignments.
- Approval/Disapproved e-mail notifications are generated and sent to COA processors regarding cases in their AOR.
- Email notification to COA proponents concerning renewal/replacement COAs.
- Email for DoD, NASA, NOAA, DOI or FBI Class G (operational Reporting) notifications.
- Email notifications are sent to proponents for: Administrative checks:

  ATC Feasibility Check
  ATC Facility Coordination

- A Business Day Counter to track the number of days COA cases are in the on-line COA system. The counter starts day number one (1) on the following business day after a COA Draft is Committed and a COA ASN is assigned.

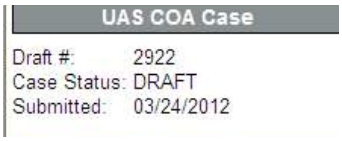
Confidential and Proprietary © 2015 Federal Aviation Administration.

COA Application

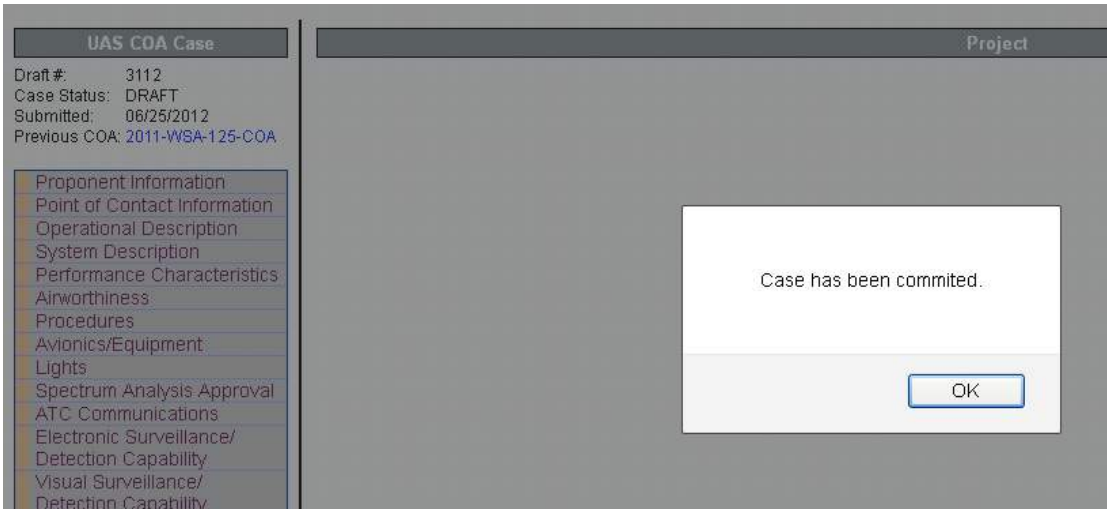
Process Flow

"Standard" COA and DoD MOA Class G Notifications

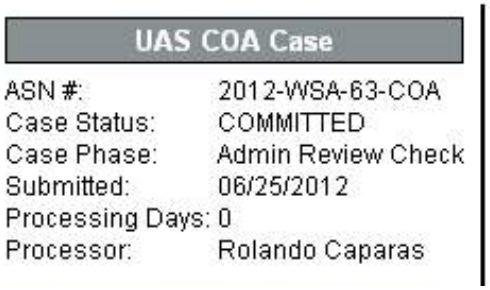
Draft



- Complete the Certificate of Authorization
- Submit the Certificate of Authorization to the FAA



Commit



Confidential and Proprietary © 2015 Federal Aviation Administration.

UAS COA Case

ASN #:	2012-WSA-63-COA
Case Status:	COMMITTED
Case Phase:	ATC Feasibility Check
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

UAS COA Case

ASN #:	2012-WSA-63-COA
Case Status:	VALIDATED
Case Phase:	Safety Review
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

UAS COA Case

ASN #:	2012-WSA-63-COA
Case Status:	VALIDATED
Case Phase:	ATC Facility Coordination
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

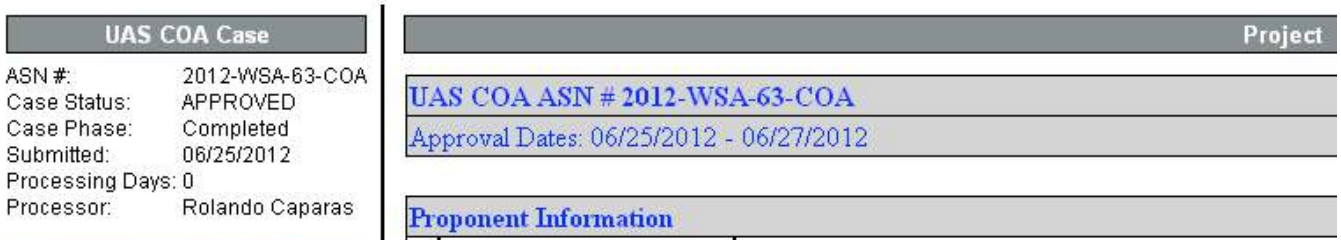
UAS COA Case

ASN #:	2012-WSA-63-COA
Case Status:	VALIDATED
Case Phase:	Signature
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

Confidential and Proprietary © 2015 Federal Aviation Administration.

UAS COA Case

ASN #:	2012-WSA-63-COA
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas



UAS COA Case

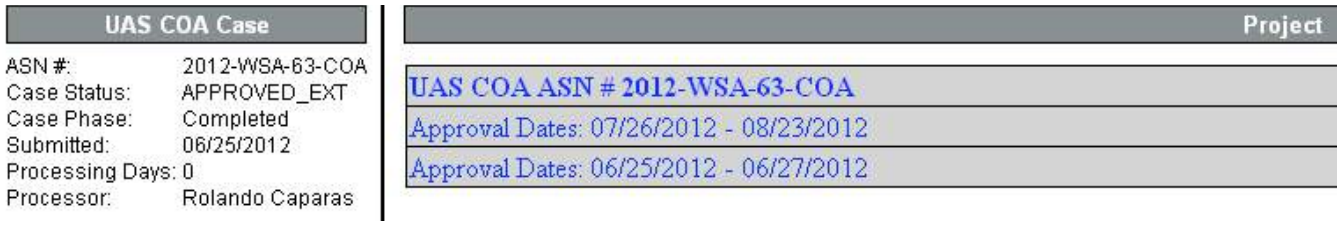
ASN #:	2012-WSA-63-COA
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

Project

UAS COA ASN # 2012-WSA-63-COA
Approval Dates: 06/25/2012 - 06/27/2012

Proponent Information

- On the **Preview Case** screen, COA users can quickly view **approval (effective/expiration) or extension dates** under the UAS COA / DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications ASN (case) number at the top of the **Preview Case screen** of the COA application.



UAS COA Case

ASN #:	2012-WSA-63-COA
Case Status:	APPROVED_EXT
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

Project

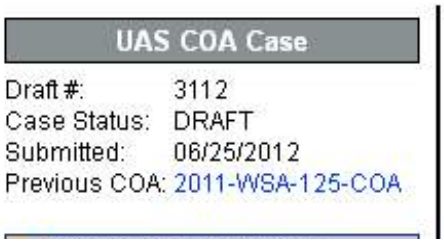
UAS COA ASN # 2012-WSA-63-COA
Approval Dates: 07/26/2012 - 08/23/2012
Approval Dates: 06/25/2012 - 06/27/2012

- On the **Preview Case** screen, the most current approval or extension dates will be listed immediately beneath the COA number

Confidential and Proprietary © 2015 Federal Aviation Administration.

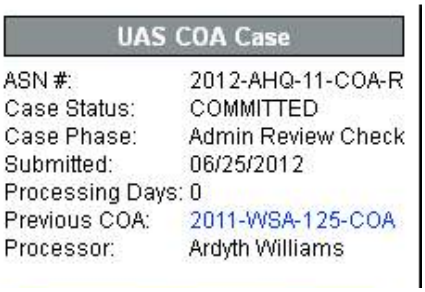
COA Renewal

Draft



- Complete the Renewal Certificate of Authorization
- Submit the Renewal Certificate of Authorization to the FAA

Committed



Confidential and Proprietary © 2015 Federal Aviation Administration.

UAS COA Case

ASN #:	2012-AHQ-11-COA-R
Case Status:	COMMITTED
Case Phase:	ATC Facility Coordination
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case

ASN #:	2012-AHQ-11-COA-R
Case Status:	VALIDATED
Case Phase:	Safety Review
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case

ASN #:	2012-AHQ-11-COA-R
Case Status:	VALIDATED
Case Phase:	Signature
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case

ASN #:	2012-AHQ-11-COA-R
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case

ASN #:	2012-AHQ-11-COA-R
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

Project

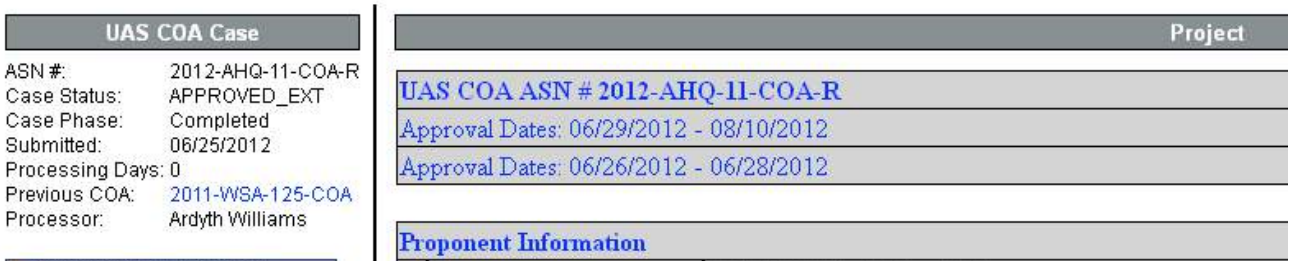
UAS COA ASN # 2012-AHQ-11-COA-R

Approval Dates: 06/26/2012 - 06/28/2012

Proponent Information

Confidential and Proprietary © 2015 Federal Aviation Administration.

- On the **Preview Case** screen, COA users can quickly view **approval (effective/expiration) or extension dates** under the UAS COA / DoD MOA Class G Notification ASN (case) number at the top of the **Preview Case screen** of the COA application.



- On the **Preview Case** screen, the most current approval or extension dates will be listed immediately beneath the COA number.

4.10.2 Creating a New Aircraft Type / Edit Existing Aircraft Type:

Users may add or edit Aircraft information if the Aircraft Type is not listed in the Drop-down list or Existing Aircraft characteristics need to be edited by following the steps below:

1. Select **UAS COA Maintenance** from the **Options** drop-down on the main menu.

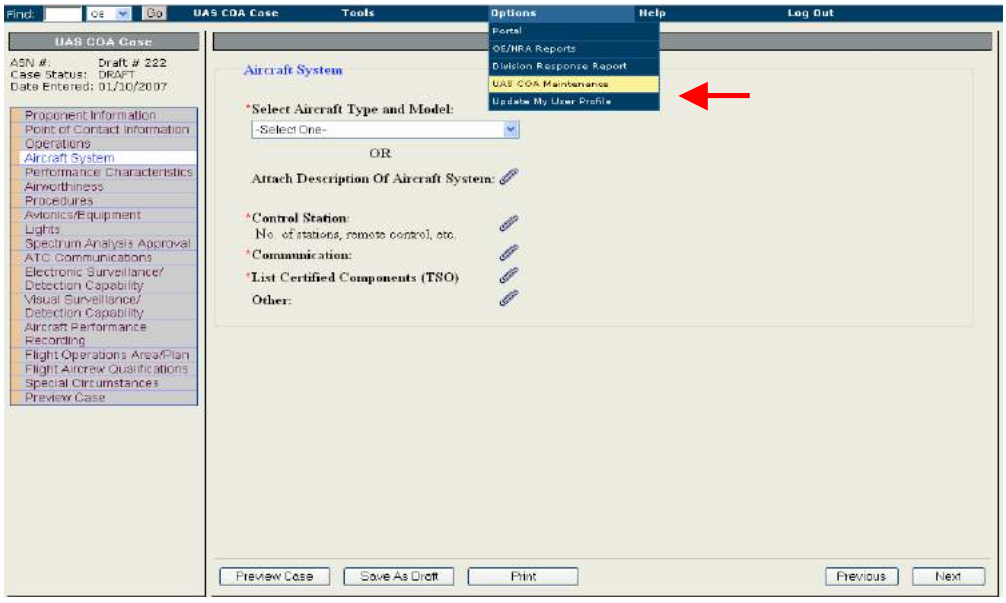


Figure 4-24: Creating a New Aircraft Type or Editing an Existing One

Confidential and Proprietary © 2015 Federal Aviation Administration.

5. Select **UAS COA: Aircraft Type and Model** from the UAS COA Maintenance Menu.

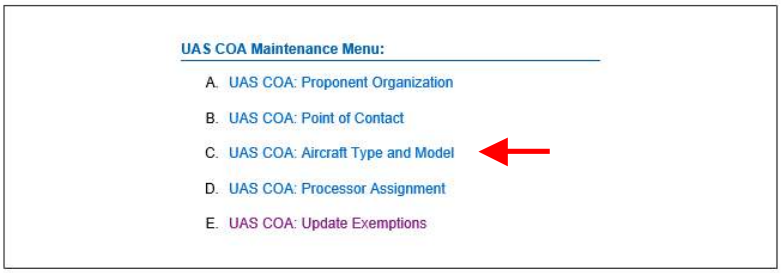


Figure 4-25: UAS COA Maintenance Menu

6. Complete all fields in the *Create New Aircraft Type/Select Existing One* screen.
    a. If editing an existing aircraft:
        i. Select the aircraft from the drop-down list.
        ii. Edit fields.
        iii. Select **[Update]** button to complete the update.

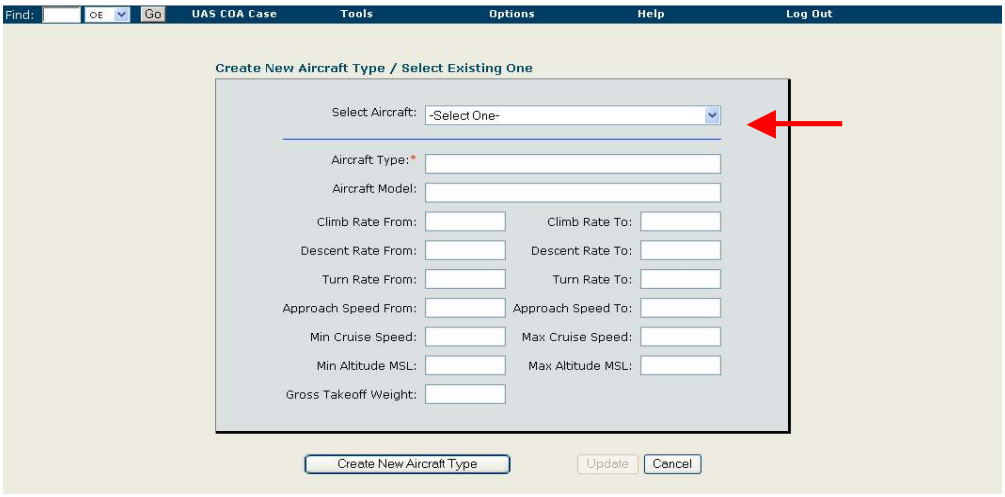


Figure 4-26: Create New Aircraft Type /Select Existing One

Confidential and Proprietary © 2015 Federal Aviation Administration.

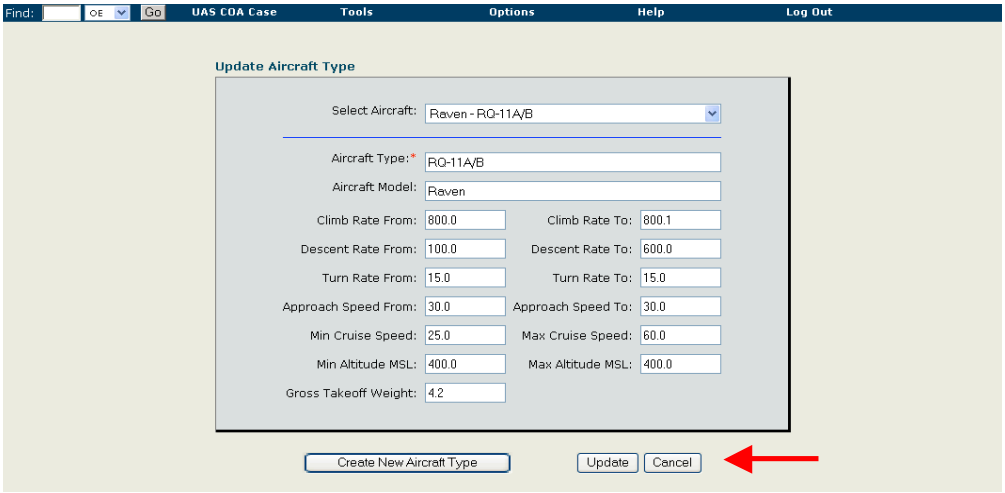


Figure 4-27: Update Aircraft Type

b. If adding a new aircraft:
   i. Select **[Create New Aircraft Type].**
   ii. Complete form.
   iii. Select the **[Add]** button to complete the update.

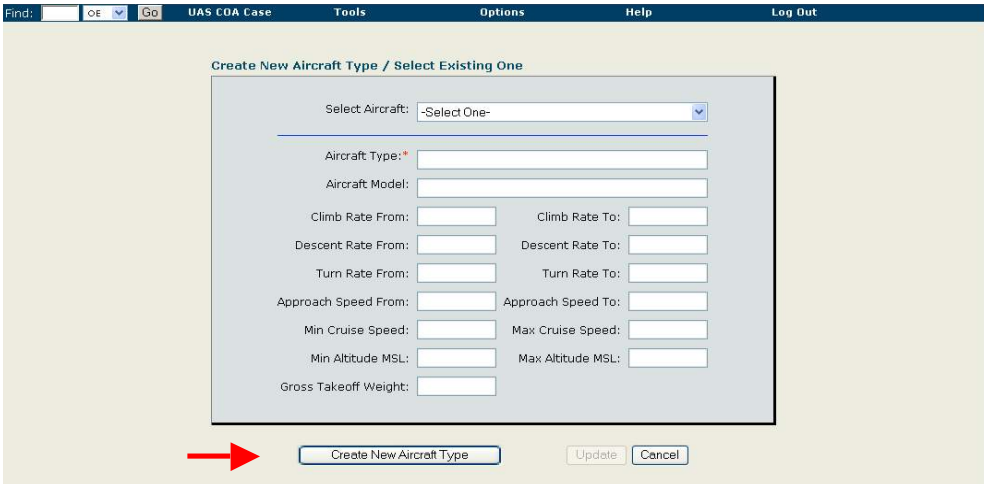


Figure 4-28: Add New Aircraft Type

Confidential and Proprietary © 2015 Federal Aviation Administration.

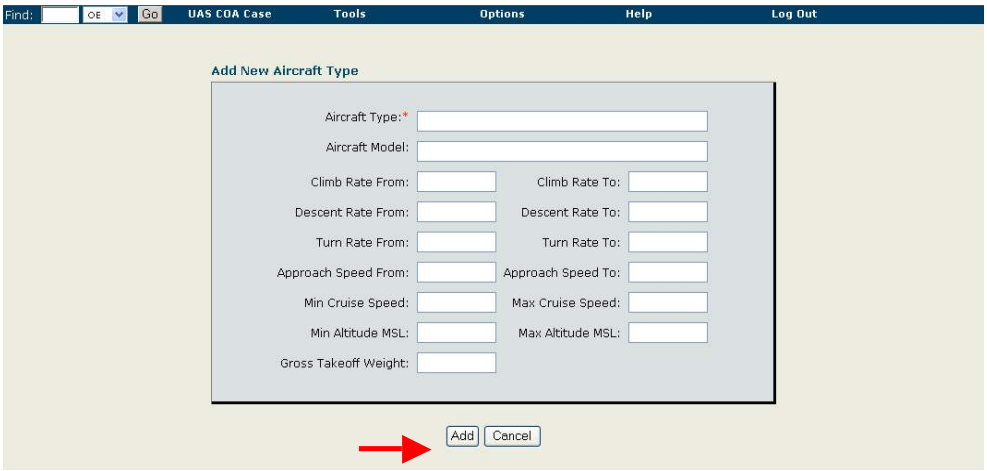


Figure 4-29: Add New Aircraft Type Form

7. Return to the draft by selecting on **Enter/Edit UAS COA Draft** under **OE/NRA/UAS COA Case** on the main menu.

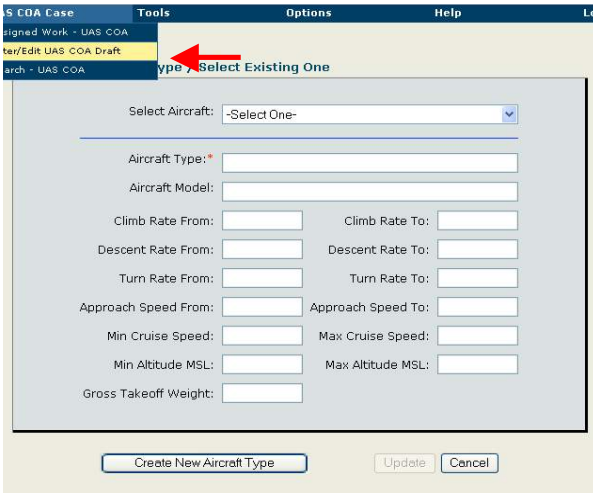


Figure 4-30: Return to Draft

8. Users must select the draft they were previously working on from the list and select the **Draft #** hyperlink for further editing.

9. Select **Aircraft System** to return to that section and choose the **Aircraft Type and Model** created in the previous steps.

Confidential and Proprietary © 2015 Federal Aviation Administration.

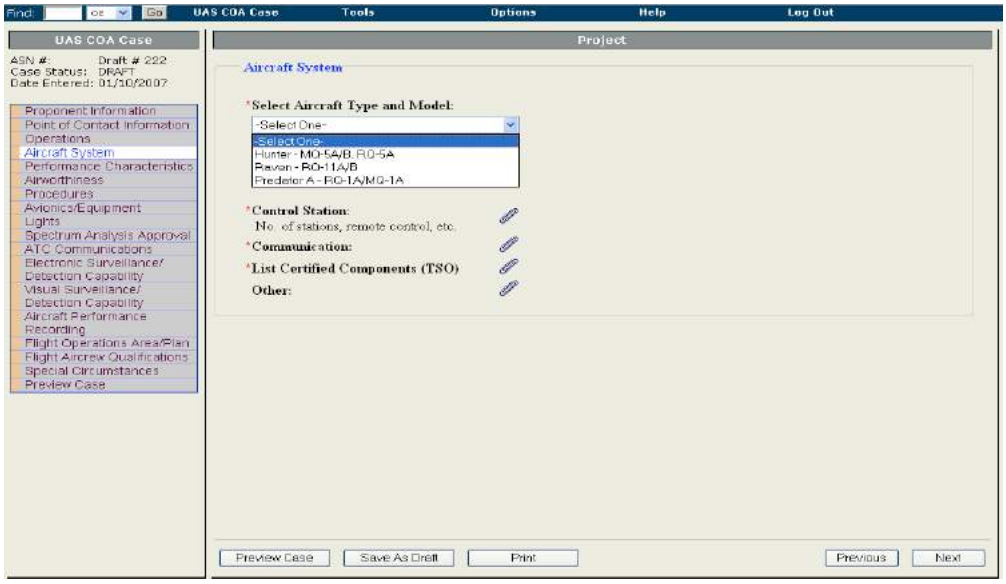
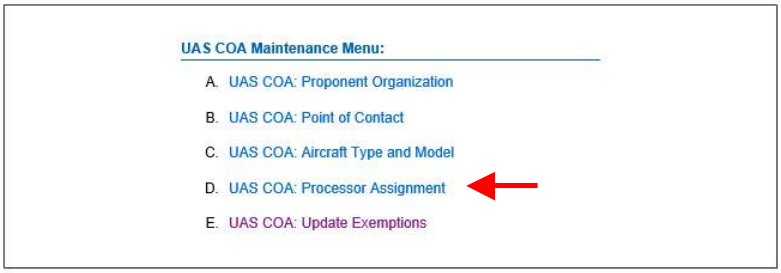
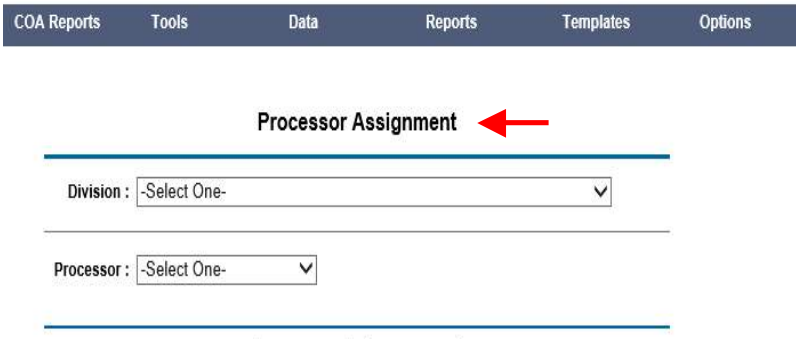


Figure 4-31: Aircraft System

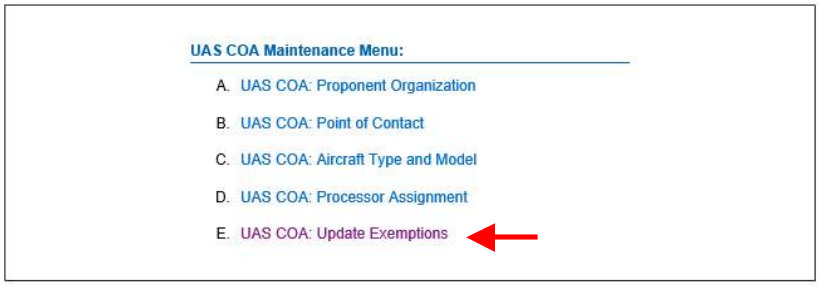
Select **UAS COA: Processor Assignment** from the UAS COA Maintenance Menu.

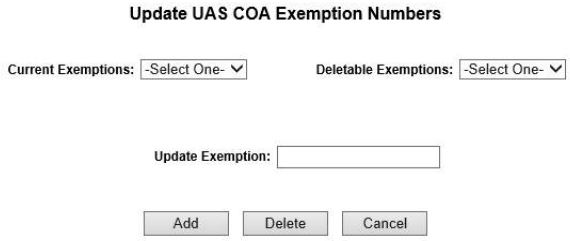




Confidential and Proprietary © 2015 Federal Aviation Administration.

Select **UAS COA: Update Exemptions** from the UAS COA Maintenance Menu.





4.10.3 UAS Civil COA

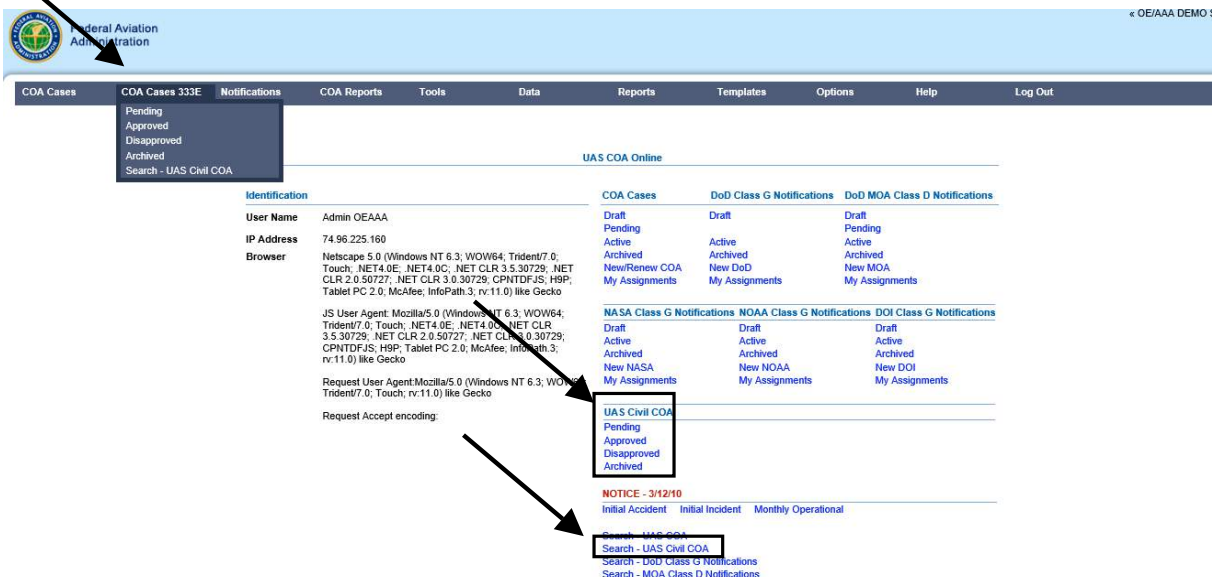
UAS Civil COA features are only available to "COA-FAA-ATO-HQ" division users.

The UAS civil COA enables individuals and organizations prior to commencing UA operations, to apply for a civil Certificate of Waiver or Authorization (COA) from the FAA. The FAA evaluates and determines the impacts of these proposed activities on the National Airspace System (NAS) under Title 14 of the Code of Federal Regulations (CFR).

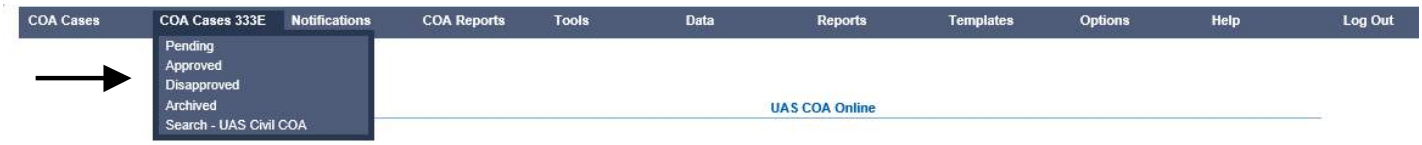
The online UAS Civil COA public website is designed to facilitate proponent notification and request to the FAA, of the intent and proposed UAS activity of individuals and organizations, seeking to adhere to the FAA Modernization and Reform Act of 2012, Public Law 112-95 FEB. 14, 2012, Section 333.

Confidential and Proprietary © 2015 Federal Aviation Administration.

COA-FAA-ATO-HQ Portal Page - COA Cases 333E



COA-FAA-ATO-HQ Civil **Cases 333 Assignments** dropdown on Tier-1 menu bar

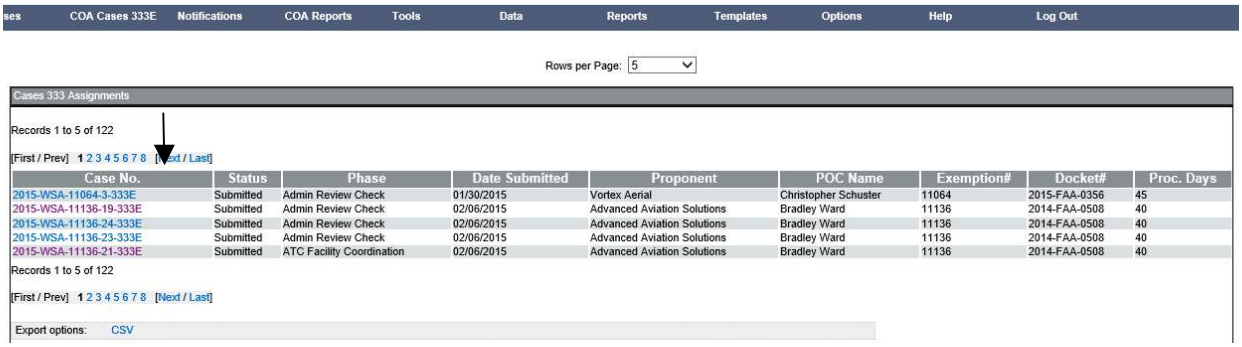


Case 333 Menu Navigation (to the right of "COA Cases" on the menu bar)

- Pending
- Approved
- Disapproved
- Archived
- Search – UAS Civil COA

Confidential and Proprietary © 2015 Federal Aviation Administration.

COA-FAA-ATO-HQ **“Pending” Case 333 Assignments** (Submitted)



ses | COA Cases 333E | Notifications | COA Reports | Tools | Data | Reports | Templates | Options | Help | Log Out

Rows per Page: 5

Cases 333 Assignments

Records 1 to 5 of 122

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

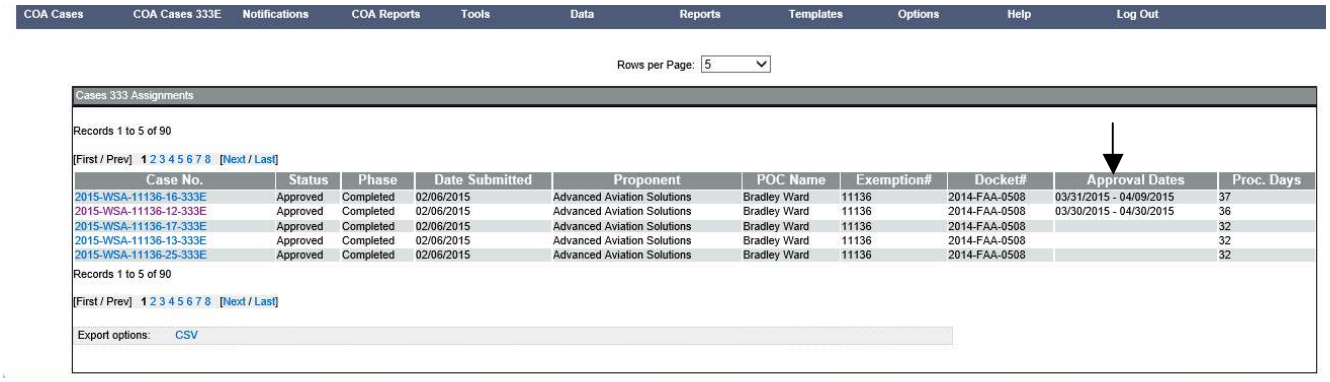
Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#	Proc. Days
2015-WSA-11064-3-333E	Submitted	Admin Review Check	01/30/2015	Vortex Aerial	Christopher Schuster	11064	2015-FAA-0356	45
2015-WSA-11136-19-333E	Submitted	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40
2015-WSA-11136-24-333E	Submitted	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40
2015-WSA-11136-23-333E	Submitted	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40
2015-WSA-11136-21-333E	Submitted	ATC Facility Coordination	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40

Records 1 to 5 of 122

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

Export options: CSV

COA-FAA-ATO-HQ **“Approved” Case 333 Assignments** (Approved)



COA Cases | COA Cases 333E | Notifications | COA Reports | Tools | Data | Reports | Templates | Options | Help | Log Out

Rows per Page: 5

Cases 333 Assignments

Records 1 to 5 of 90

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

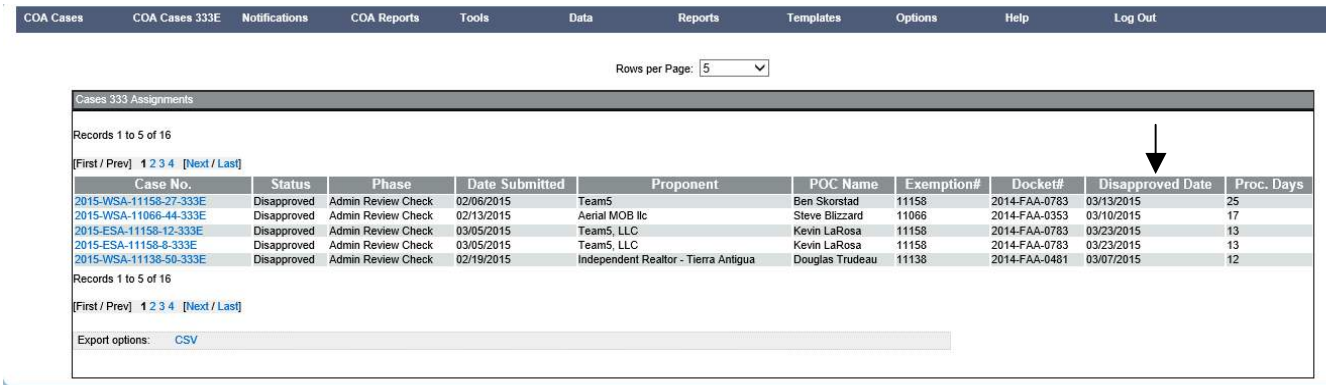
Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#	Approval Dates	Proc. Days
2015-WSA-11136-16-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	03/31/2015 - 04/09/2015	37
2015-WSA-11136-12-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	03/30/2015 - 04/30/2015	36
2015-WSA-11136-17-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508		32
2015-WSA-11136-13-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508		32
2015-WSA-11136-25-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508		32

Records 1 to 5 of 90

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

Export options: CSV

COA-FAA-ATO-HQ **“Disapproved” Case 333 Assignments** (Disapproved)



COA Cases | COA Cases 333E | Notifications | COA Reports | Tools | Data | Reports | Templates | Options | Help | Log Out

Rows per Page: 5

Cases 333 Assignments

Records 1 to 5 of 16

[First / Prev] 1 2 3 4 [Next / Last]

Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#	Disapproved Date	Proc. Days
2015-WSA-11158-27-333E	Disapproved	Admin Review Check	02/06/2015	Team5	Ben Skorstad	11158	2014-FAA-0783	03/13/2015	25
2015-WSA-11066-44-333E	Disapproved	Admin Review Check	02/13/2015	Aerial MOB llc	Steve Blizzard	11066	2014-FAA-0353	03/10/2015	17
2015-ESA-11158-12-333E	Disapproved	Admin Review Check	03/05/2015	Team5, LLC	Kevin LaRosa	11158	2014-FAA-0783	03/23/2015	13
2015-ESA-11158-8-333E	Disapproved	Admin Review Check	03/05/2015	Team5, LLC	Kevin LaRosa	11158	2014-FAA-0783	03/23/2015	13
2015-WSA-11138-50-333E	Disapproved	Admin Review Check	02/19/2015	Independent Realtor - Tierra Antigua	Douglas Trudeau	11138	2014-FAA-0481	03/07/2015	12

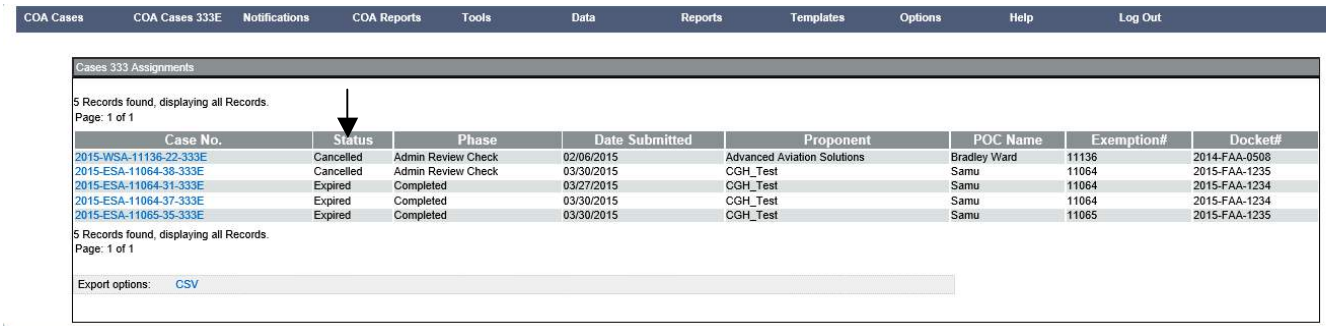
Records 1 to 5 of 16

[First / Prev] 1 2 3 4 [Next / Last]

Export options: CSV

Confidential and Proprietary © 2015 Federal Aviation Administration.

COA-FAA-ATO-HQ **"Archive" Case 333 Assignments** (Cancelled / Expired)

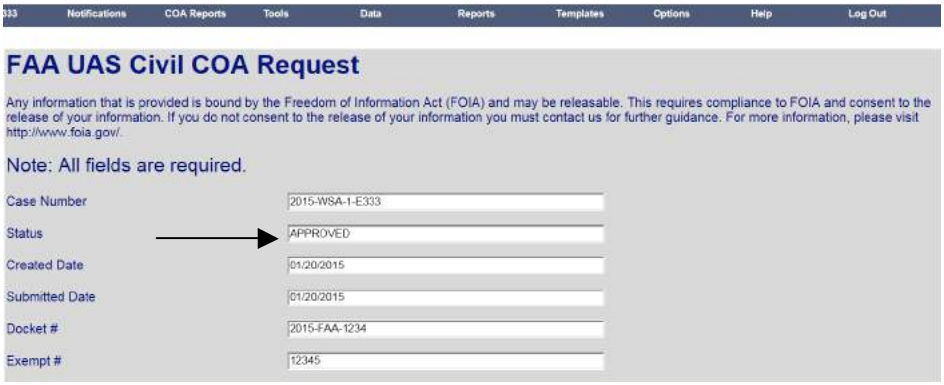


"FAA UAS Civil COA Request"

- **Back to Portal**: Returns the user to their portal page.
- **PDF View**: Civil COA can be viewed, printed or a copy saved outside of COA On-Line.
- **Approved**: Moves the case to the "Approved" Cases 333 Assignments screen and updates the "status' field of the FAA UAS Civil COA Request to "Approved".
- **Reject**: Moves the case to the "Disapproved" Cases 333 Assignments screen and updates the "status' field of the FAA UAS Civil COA Request to "Disapproved".

Confidential and Proprietary © 2015 Federal Aviation Administration.

"Approved" FAA UAS Civil COA Request



Approved Cases 333 Assignments screen options:

- Back to Portal: Returns the user to their portal page.
- PDF View: Civil COA can be viewed, printed or a copy saved outside of COA On-Line.

"Disapproved" FAA UAS Civil COA Request (Rejected)

Disapproved Cases 333 Assignments screen options:

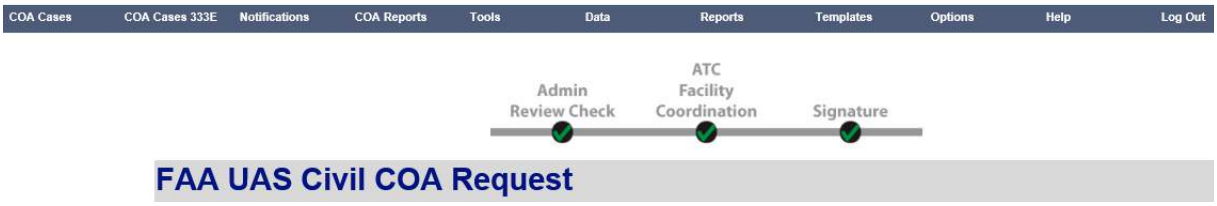
- Back to Portal: Returns the user to their portal page.
- PDF View: Civil COA can be viewed, printed or a copy saved outside of COA On-Line.

Confidential and Proprietary © 2015 Federal Aviation Administration.

UAS Civil COA Application Process Flow

UAS Civil COA Application Process Flow

A graphical representation of Civil Certificate of Authorization (COA) request status is available to all COA-FAA-ATO-HQ users. This process visualization depicts the civil COA process flow, showing the three phases of a civil COA request. The process graphic is displayed across the top of the civil COA request application screen and serves as a depiction of where a submitted civil COA application is in the authorization process.



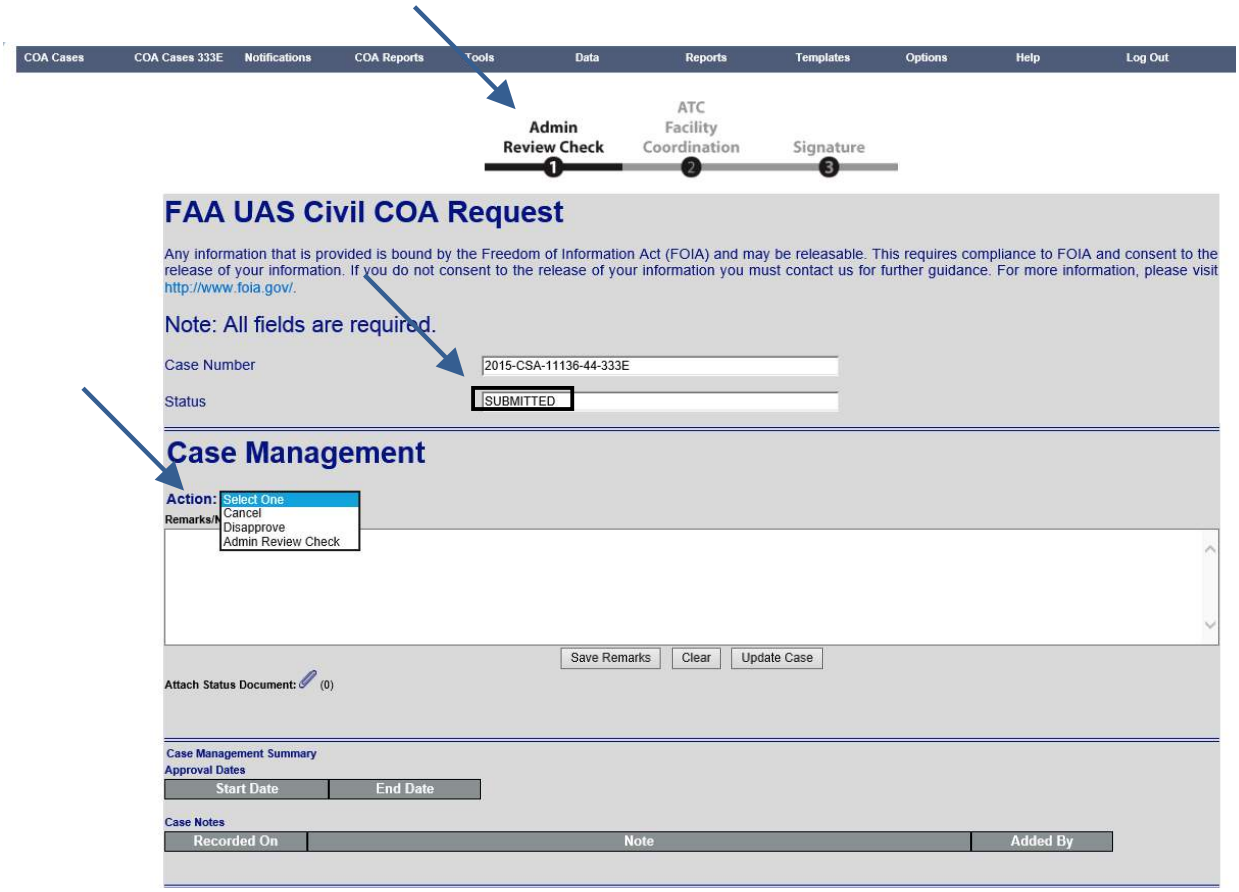
- The graphic depicts the Civil COA:
  1. Previous phase(s) already completed (if any)
  2. Current phase the civil COA is in
  3. Remaining phases to be completed for the civil COA to be approved.

As an Example, if a civil COA has already completed Phase 1, the graphic displays Phase 1 as completed (light shade with a green check mark) Phase 2 (dark shade by ATC Facility Coordination), Phase 2 as being the phase in progress, and Phase 3 still to be completed (light shade without a check mark).

Confidential and Proprietary © 2015 Federal Aviation Administration.

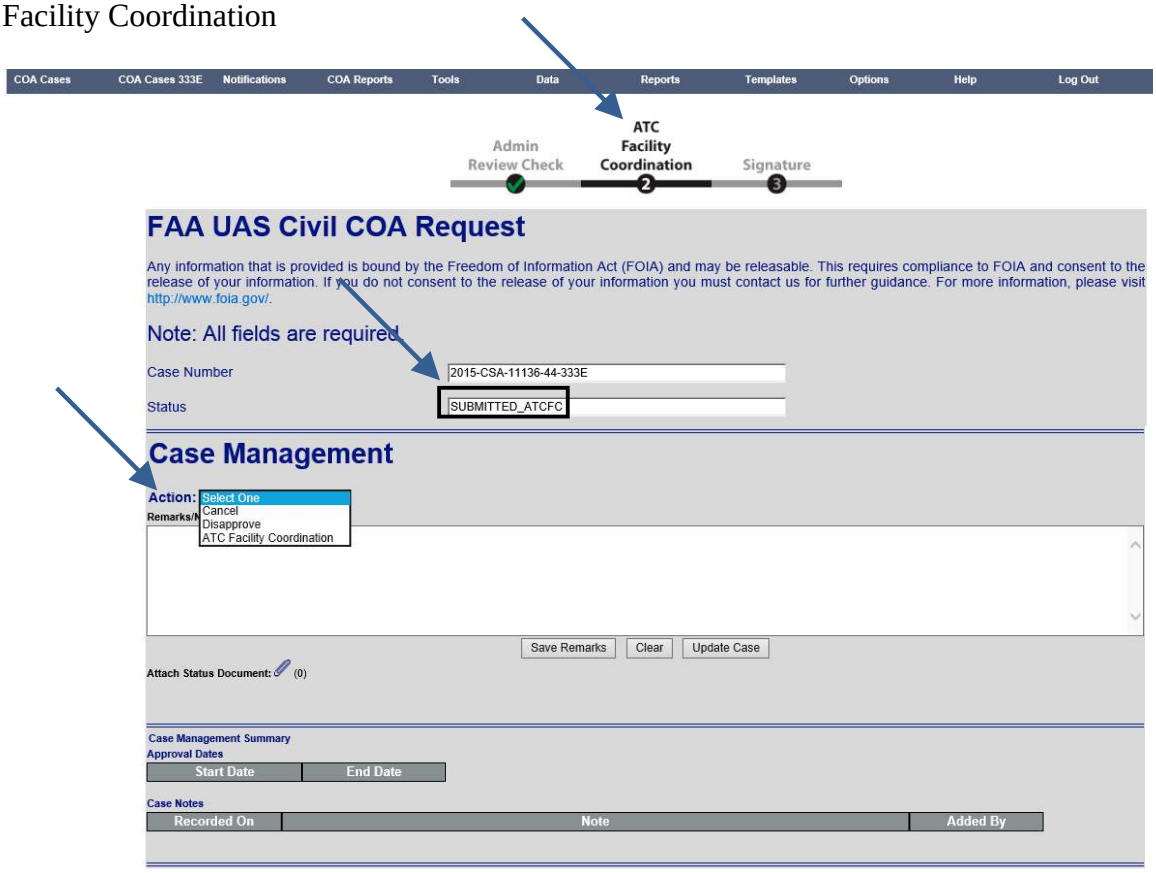
Three Phases of a Civil COA request workflow

Admin Review Check



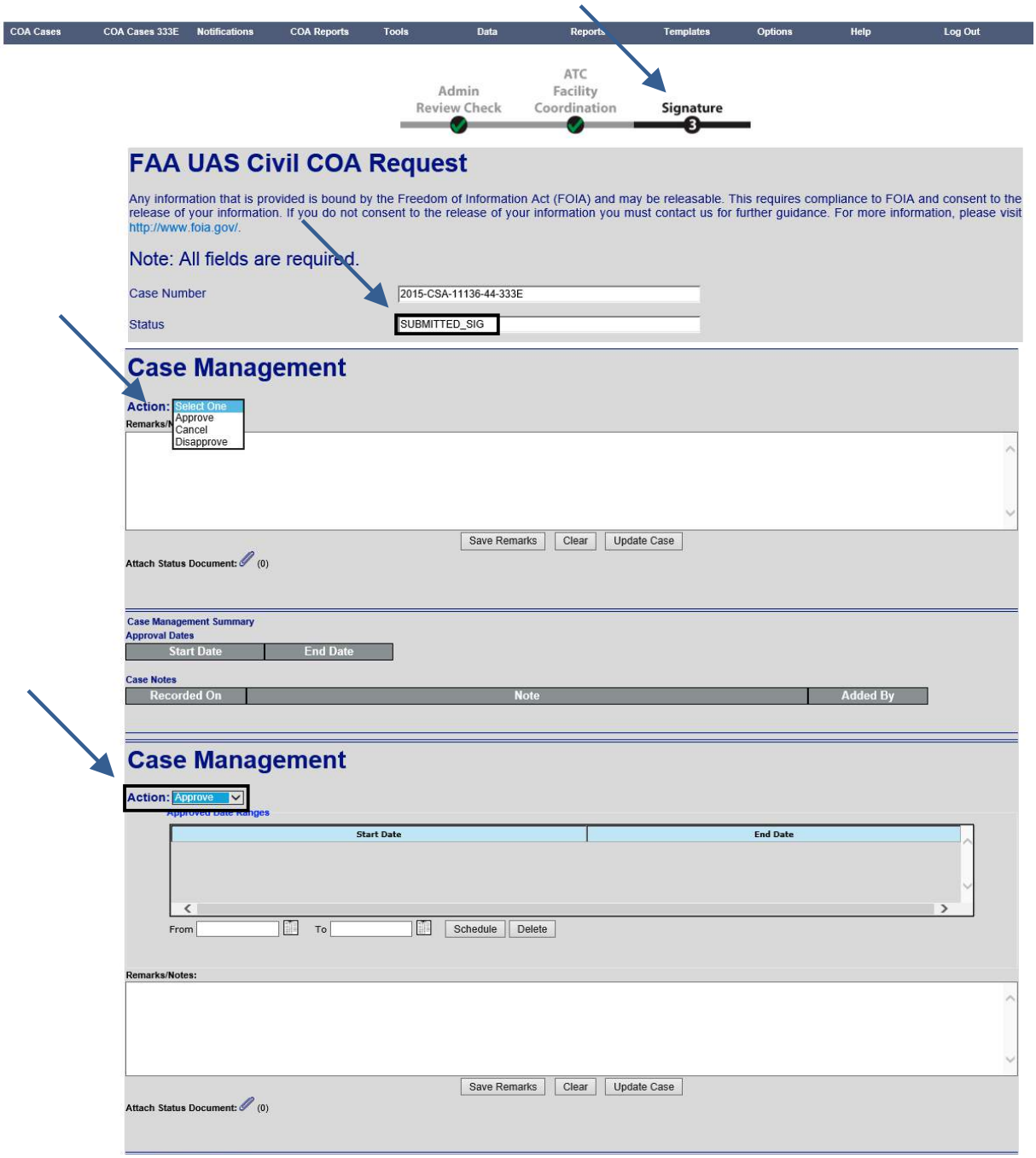
Confidential and Proprietary © 2015 Federal Aviation Administration.

ATC Facility Coordination



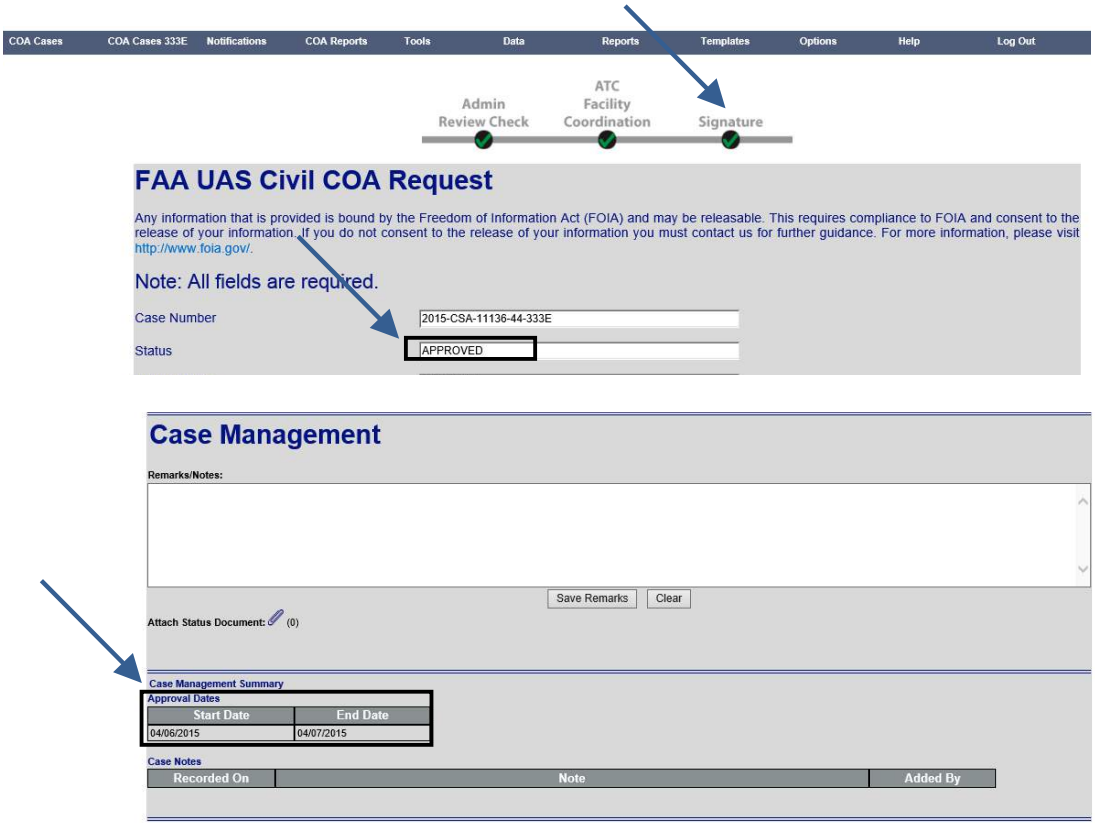
Confidential and Proprietary © 2015 Federal Aviation Administration.

Signature



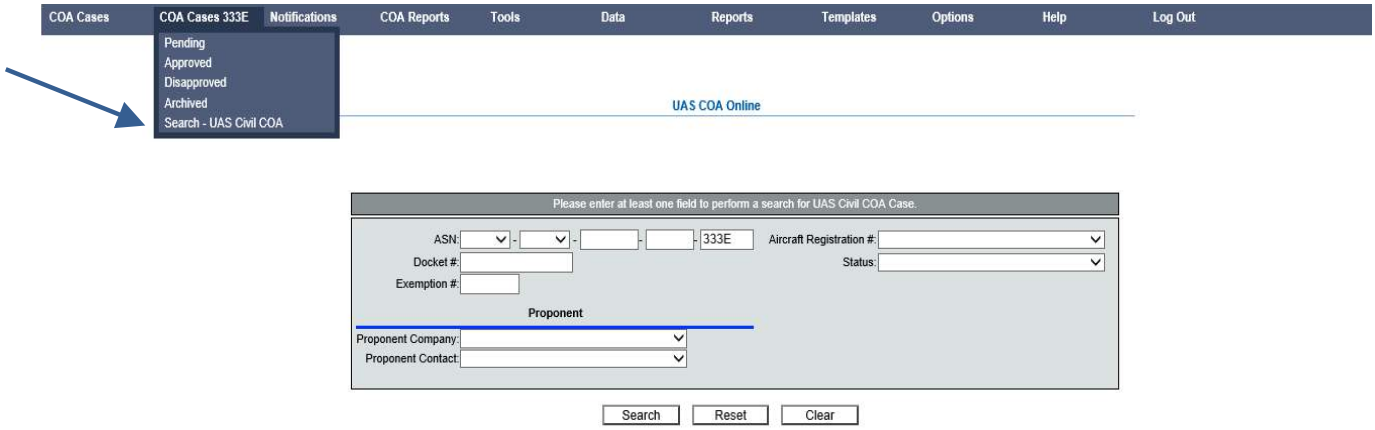
Confidential and Proprietary © 2015 Federal Aviation Administration.

Approved UAS Civil COA



Confidential and Proprietary © 2015 Federal Aviation Administration.

Search- UAS Civil COA



COA-FAA-ATO-HQ

1. From the Tier-1 menu bar COA Cases 33E dropdown search civil COA cases based upon several unique attributes, including:

- ASN (Civil COA number)
- Docket number
- Exemption number
- Aircraft registration number
- Status
- Proponent Company
- Proponent Contact

1. Fill in the 'Civil COA number' (ASN); other information fields can be used to search as well.
2. Select the **[Search]** button.
3. The results will be shown below the search fields.
4. Once the results are shown then select the civil COA number (ASN) as highlighted. This will open the *Preview Case* screen of the existing selected civil COA request (case).

Confidential and Proprietary © 2015 Federal Aviation Administration.

Civil COA Terms Glossary

Case Number – Number assigned to each efile UAS civil COA request. When submitted to the FAA, the ASN link opens a read-only version of the submitted UAS civil COA request.

Status – Current status of an application request (i.e., Pending, Approved or Disapproved).

Phase – Current workflow phase of a civil COA application request.

Date Submitted – Date a UAS civil COA application request was submitted to the FAA.

Proponent – The applier of an application for a UAS civil COA.

POC Name – The point of contact for an applier of an application for a UAS civil COA.

Exemption Number – A numeric number unique to a determined FAA petition for exemption under Section 333 (example: YYYY-FAA-####).

Docket Number – An alphanumeric number unique to a requested FAA petition for exemption under Section 333 (example: YYYY-FAA-####).

Proc. Days – Number of processing days since date submitted.

Approved Date – Date a UAS civil COA application request was approved by the FAA.

Disapproved Date – Date a UAS civil COA application request was disapproved by the FAA.

Confidential and Proprietary © 2015 Federal Aviation Administration.

4.10.4 OE/AAA® COA Terms Glossary

Description	Definition
Active	Effective
Archived	Stored
Admin Review Check	Standard COA / DoD MOA Class D Notifications and Renewal review Phase One.
Approved	FAA "Approval Effective Period" has been granted for approved UAS COA operations.
Approve_Resume	Suspended Status COA moved back to Active status
ATC Facility Coordination	Air Traffic Control Facility Coordination Standard COA / DoD MOA Class D Notifications review Phase Four. Renewal review Phase Two.
ATC Feasibility Check	Air Traffic Control Feasibility Check Standard COA / DoD MOA Class D Notifications review Phase Two.
Cancel-Draft	Terminated Draft
Cancel - Case	Terminated Case
Cancelled	COA case can be "Cancelled" at any time of the COA workflow
Class D Notifications	A submitted DoD MOA Class D Notification for FAA approval to conduct DoD UAS Operations.
Class G Notifications	DoD, NASA, NOAA or DOI notifications submitted to the FAA per MOA to conduct UAS Operations.
COA	Certificate of Authorization
COA Case	A submitted COA request for FAA approval to conduct UAS Operations.
Committed	COA case submission that has been submitted to, and received by the FAA.
Disapproved	FAA "Approval Effective Period" has not been granted for UAS COA operations.
Draft	COA application created and saved in your account but not submitted to the FAA
Expired	Expiration is the automatic status triggered by the application
iOE/AAA®	The FAA internet Obstruction Evaluation / Airport Airspace Analysis system which host the COA-Online system.
MOA	Memorandum of Agreement Example: DoD/FAA MOA dtd Sept 27, 2007 and the "ATC Procedures for DoD Non Joint Use Airfield with Associated Class D Airspace" dtd Jan 23, 2009

Confidential and Proprietary © 2015 Federal Aviation Administration.

Description	Definition
Phase	FAA review process stages, consisting of five phases for Standard COA and DoD MOA Class D Notifications; four phases for COA Renewals.
Pending	Waiting
Recommitted	COA case submission that has been re-submitted to, and received by the FAA after being Released to the submitter.
Released	COA case submission that has been reviewed for completeness by the FAA and Released back to the submitter. Additional information is needed before the application can be processed.
Renewal	Renew Existing UAS COA Case
Revalidated	COA case has met administration, feasibility and safety reviews by the FAA after being Released back to the submitter. The Revalidated case may be considered for Approval.
Safety Review	Standard COA / DoD MOA Class D Notifications and Renewal review Phase Three.
Signature	Final COA Phase before UAS operation Approval or Disapproval decision Standard COA / DoD MOA Class D Notifications review Phase Five. Renewal review Phase Four.
Status	COA Status History page show Statuses.
Submitted	Committed to FAA
Suspended	COA case can be “Suspended” only FAA only when in Approval status
Terminated	COA Cases can be “Terminated” only from Suspended or Approved statuses
Validated	COA case has met administration, feasibility and safety reviews by the FAA. The validated case may be considered for Approval.
UAS	Unmanned Aircraft Systems

Table 1-1: COA (*i*OE/AAA®) Terms

Confidential and Proprietary © 2015 Federal Aviation Administration.